

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 3, 1992

SUBJECT: REVISED NARCOTICS BOOKING PROCEDURES

PURPOSE: To ensure adequate narcotics evidence controls, this Order establishes procedures to regulate interim storage of narcotics and revises procedures for packaging multiple kilogram quantities of narcotics and for booking paraphernalia containing narcotics residue. Additionally, to ensure appropriate oversight, this Order requires notification to the Complaint Unit, Narcotics Group, when narcotics in excess of 30 pounds are seized.

PROCEDURE:

I. TEMPORARY STORAGE OF NARCOTICS EVIDENCE AT AREA STATIONS. Narcotics evidence may be stored at Area stations on a temporary basis when one of the following criteria exists:

- * No arrestee is in custody.
- * The arrestee is booked into the Area jail.
- * The arrestee is released from custody (RFC).

Officers booking arrestees directly at Jail Division or Valley Jail Section, Jail Division, shall book narcotics evidence directly into Central Property Section or Valley Property Section, Property Division, respectively.

Exception: Large quantities of narcotics in powder, pill, plant, or liquid form (30 grams or more of heroin, cocaine, or methamphetamine, 500 or more pills, a kilogram or more of plant material, or 1 pint or more of liquid PCP or its analogs) shall be immediately booked at Central Property Section or Valley Property Section by the booking employee.

II. EMPLOYEES BOOKING MORE THAN ONE KILOGRAM OF NARCOTICS EVIDENCE - RESPONSIBILITIES. An officer seizing one kilogram or larger size packages of dangerous drugs or narcotics evidence shall:

- * Consecutively number the exterior of each package wrapping;
- * Weigh the packages for gross weight and place them in a cardboard box;

Note: "Gross weight" is the weight of each individual package of narcotics including the packaging material. "Control weight" is the weight of a single box containing several individual packages. "Net weight" is the weight of the narcotics without any packaging material. Refer to Manual Section 4/540.75 for handling seizures exceeding 30 pounds net weight.

- * Weigh the box and contents for control weight and seal with wide, high quality tape and an Analyzed Evidence Seal, Form 10.12.7,
- * List the gross weight and control weight on the Property Report; and
- * Complete an Analyzed Evidence-Narcotics Envelope, Form 12.51.3, and attach it to the outside of the cardboard box, indicating the numbered packages contained within and the gross and control weight of the box and its contents.

Note: When booking large quantities of narcotics requiring numerous boxes, an Analyzed Evidence-Narcotics Envelope shall be attached to the outside of the first box of each item number on the Property Report, Form 10.01, which consists of one or more boxes, and an Analyzed Evidence-Narcotics Tag, Form 10.26.6, shall be attached to each remaining box. The item number, box number, and total number of boxes shall be documented on each box.

Exception: Kilogram-sized packages of dangerous drugs or narcotics which have been opened by Scientific Investigation Division (SID) personnel for net weighing shall be resealed, including the original packaging material, inside a 33-gallon plastic bag, with high quality tape sealing the opening of the bag. The sealed bag containing the loose drugs or narcotics and original packaging material shall then be placed inside a second bag of the same type and similarly sealed. An Analyzed Evidence Seal shall be placed over the tape on the outside bag.

III. SEIZURES OF LARGE QUANTITIES OF CONTROLLED SUBSTANCES IN EXCESS OF THIRTY POUNDS - REVISED.

- A. **Officers - Responsibilities.** Officers who seize quantities of a controlled substance in excess of thirty (30) pounds net weight shall notify the Complaint Unit, Narcotics Group.
- B. **Narcotics Group - Responsibilities.** When notified of a seizure of a controlled substance in excess of thirty pounds net weight, which is going to be booked into a Department facility, officers from the Complaint Unit, Narcotics Group, shall determine if it is necessary to respond to the scene of the seizure.

Complaint Unit officers who respond to the scene of a seizure shall provide advice and guidance to the booking officers. The Complaint Unit officers shall ensure that the required number of samples are removed by SID personnel and are properly identified on the

Property Report. Complaint Unit officers shall also ensure that a required portion of the seizure is separated for possible court enhancements. Any portion of the seizure that qualifies for pre-trial destruction shall be identified by Complaint Unit personnel prior to booking and the proper notations made on the Property Report.

The officers responsible for the seizure shall maintain control of the evidence and book it into the Department property system.

IV. EMPLOYEES BOOKING PARAPHERNALIA CONTAINING NARCOTICS RESIDUE - RESPONSIBILITIES. An officer booking paraphernalia containing narcotics residue shall:

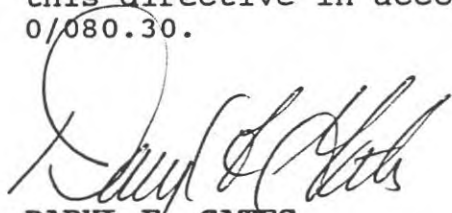
- * Place narcotics paraphernalia into a plastic ziplock "baggie", size permitting, or into a plastic property bag if the residue may be destroyed, or directly into an Analyzed Evidence-Narcotics Envelope;
- * Staple the envelope flap shut as close as possible to the lower edge using two staples on opposite sides; and
- * Place Analyzed Evidence Seals over each flap and the center seam.

Exception: Paraphernalia containing plant material residue shall be placed inside a coin envelope, if practical, and placed directly into an Analyzed Evidence-Narcotics Envelope.

Note: This section does not affect booking procedures for paraphernalia not containing narcotics residue.

AMENDMENT: This Order amends Sections 4/540.70 and 4/540.75 of, and adds Section 4/540.73 to, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Bureau of Special Investigation, Fiscal Support Bureau, Support Services Bureau, and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

JANUARY 24, 1992

SUBJECT: PURSUIT POLICY - EXPANDED

PURPOSE: To facilitate effective management control of vehicle pursuits and reduce civil liability, this Order expands Air Support Division responsibilities related to vehicle pursuits. The remaining sections of the Department Pursuit Policy are unchanged.

PROCEDURE:

I. AIR SUPPORT DIVISION RESPONSIBILITIES - EXPANDED. To assist the supervisor responsible for the management control of the pursuit, the air unit shall:

- * Identify all law enforcement vehicles involved in the pursuit and record the corresponding shop numbers (or vehicle descriptions when shop numbers are not available).
- * Respond, as practicable, to any other requests from the supervisor responsible for the management control of the pursuit.

II. SUPERVISOR'S RESPONSIBILITY AT TERMINATION OF PURSUIT.

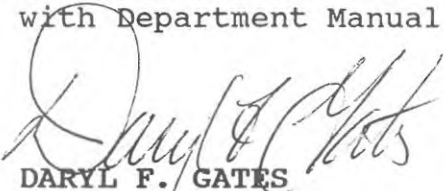
The concerned supervisor shall contact Air Support Division (ASD) to identify all vehicles in the pursuit. The name of the ASD officer contacted and the identity of all officers involved in the pursuit shall be included in the Vehicle Pursuit Report, Form 1.14. When it is determined that unauthorized units are involved, corrective action shall be recommended in the Form 1.14.

The concerned supervisor shall, whenever practicable, utilize the available air unit in the management and control of vehicle pursuits.

Note: Supervisory personnel shall take appropriate action when they become aware of violations of the Department Pursuit Policy.

AMENDMENTS: This Order amends Sections 1/555.15, 1/555.25, and 1/555.55 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

JANUARY 31, 1992

SUBJECT: POLICE OFFICERS' DUTY TO TESTIFY

PURPOSE: It is clear from case law that constitutional privileges available to police officers may conflict with duties imposed upon them by virtue of their employment as peace officers. This conflict becomes apparent where officers choose not to testify when subpoenaed before a grand jury, coroner's inquest, or any duly constituted court. As stated in *Christal vs. Police Commission*, (1939) 33 C.A. 2d 564, 567:

When police officers acquire knowledge of facts which will tend to incriminate any person, it is their duty to disclose such facts to their superiors and to testify freely concerning such facts when called upon to do so before any duly constituted court or grand jury.

The duty of law enforcement officers as set forth by the *Christal* decision in 1939 was reaffirmed in 1982 in *Titus vs. Los Angeles County Civil Service Commission*, (1982) 130 C.A. 3d 357. In both *Christal* and *Titus*, the courts emphasized that the efficiency of our system of law and order depends on the extent to which peace officers perform their duties and are faithful to the trust reposed in them. Among these duties is the duty to disclose pertinent facts within the officers' knowledge--even though such disclosure may show or tend to show that the officers themselves have engaged in criminal activity. In both *Christal* and *Titus*, the officers were terminated for refusing to answer questions in a criminal investigation. The California Court of Appeal upheld the terminations.

This Order revises the Department's policy on officers' duty to testify to include information on the inadmissibility of testimony or statements made under administrative compulsion.

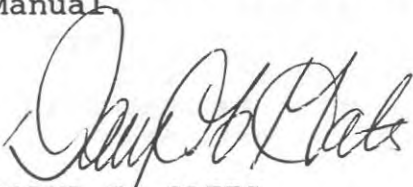
POLICY:

Among the duties of police officers are those of preventing the commission of crime, of assisting in its detection, and of disclosing all information known to them which may lead to the apprehension and punishment of those who have transgressed the law. When police officers acquire knowledge of facts which will tend to incriminate any person, it is their duty to disclose such facts to their superiors and to testify freely concerning such facts when called upon to do so. It is a violation of duty for police officers to refuse to disclose pertinent facts within their knowledge, and such neglect of duty can result in disciplinary action up to and including termination.

JANUARY 31, 1992

Note: Under California and federal law, any testimony or statement made by an officer under administrative compulsion of this policy cannot be used against that officer in any pending or future criminal prosecution.

AMENDMENTS: This Order amends Section 1/210.47 of the Department Manual

A handwritten signature in dark ink, appearing to read 'Daryl F. Gates', is written over the printed name.

DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

FEBRUARY 12, 1992

SUBJECT: THREAT MANAGEMENT UNIT (TMU)

PURPOSE: Obsessed individuals with abnormal fixations on celebrities have recently received a great deal of media attention. However, becoming a victim of harassment, threats, or being stalked could happen to any member of society. Often these situations begin without any specific crime having been committed. If such a case is allowed to escalate, it could end in a tragedy to which law enforcement can only react after the fact. In response to the rapid increase of threats and harassment against a variety of public figures and other community members, the Department has developed the Threat Management Unit. This Order establishes the Threat Management Unit within Detective Headquarters Division.

PROCEDURE

- I. THREAT MANAGEMENT UNIT - RESPONSIBILITIES. The Threat Management Unit (TMU) will assume investigative responsibility for selected cases wherein an individual demonstrates an abnormal fixation and generates a long-term pattern of harassment, threats, stalking, or unsolicited acts of visitation or telephonic or written communication in an annoying or threatening manner toward another person. The Threat Management Unit will review cases involving any individual who becomes the victim of specific acts or behavior which have been identified as fitting the criteria required by TMU.

Note: Criminal Conspiracy Section, Detective Support Division, will continue to handle threat cases against specific City government officials as delineated in Department Manual Section 2/1043.21. Area detectives will continue to investigate domestic violence cases.

The Commanding Officer, Detective Headquarters Division, will have the final authority on determining what cases TMU will handle.

- II. PATROL OFFICERS RESPONSIBILITY. When a suspect has committed a crime, or an act that fits the criteria required by TMU, officers shall contact TMU personnel for advice.

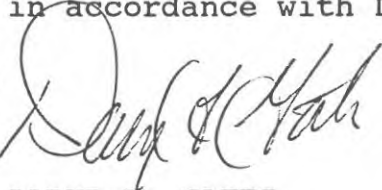
Note: During off hours, TMU can be reached via the Mental Evaluation Unit, DHD. If TMU personnel cannot be reached, contact the DHD watch commander for advice.

FEBRUARY 12, 1992

Copies of any arrest or crime reports involving cases known to be under investigation by TMU, or fitting the criteria required by TMU for investigation, shall be forwarded to TMU.

AMENDMENTS: This Order amends Section 2/1042.31 of, and adds Section 4/271.25 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

MARCH 6, 1992

SUBJECT: MEDICAL REVIEW OF SPECIALLY CONFINED PRISONERS

PURPOSE: Currently, prisoners are placed into special confinement when their behavior presents a clear danger to themselves or others, or poses a threat to the security of the jail facility. This Order informs Department employees, who are placing an arrestee into special confinement, of procedures governing medical evaluation of the arrestee and the location and duration of the special confinement.

PROCEDURE:

- I. **REQUIREMENTS FOR SPECIAL CONFINEMENT.** Special confinement of prisoners may be required when they exhibit characteristics or behavior which present a clear danger to the safety of themselves or others, or pose a threat to the security of the jail facility. Special confinement shall only be authorized by the concerned uniformed division watch commander or sworn jail supervisor in charge of a Department jail facility where the prisoner is incarcerated.
- II. **JAILERS - RESPONSIBILITIES.** Each prisoner placed in special confinement shall be inspected by an assigned jailer once every fifteen minutes, or more frequently if circumstances require, and the inspection shall be recorded on the Special Confinement and Observation Record, Form 6.51. The concerned watch commander or sworn jail supervisor where the prisoner is incarcerated shall be notified when:
 - * A prisoner requires special confinement.
 - * A prisoner has been initially placed in special confinement for four hours without a medical evaluation.
 - * A prisoner has been held in special confinement for a twelve-hour period after the initial medical evaluation.
- III. **WATCH COMMANDERS - RESPONSIBILITIES.** The watch commander of the jail facility in which a prisoner has been placed into special confinement shall:
 - * Document the circumstances and any medical evaluation given to the prisoner in the Special Confinement and Observation Record, Form 6.51

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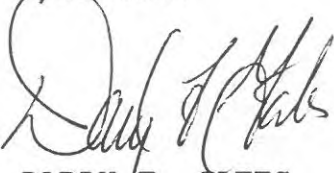
Note: Notification regarding the necessity of special confinement shall be made to supervisors giving booking approval who are not assigned to the jail facility.

- * Ensure that a medical evaluation from either a contract hospital or a jail dispensary is completed within four hours of the initial special confinement and every subsequent twelve hours of special confinement.
- * Contact the Jail Division watch commander prior to transfer of the prisoner to Jail Division, or the County Jail, if continued special confinement is necessary in other than an outlying Area jail.

Exception: Geographic Areas with jail facilities within Operations-Valley Bureau shall contact the Watch Commander, Valley Jail Section.

AMENDMENTS: This Order amends Sections 4/653.10 and 4/653.20 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each geographic operations bureau and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARLY F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

MARCH 16, 1992

SUBJECT: PERSONAL SERVICE CITATIONS, FORM 4.50 - ACTIVATED

PURPOSE: To facilitate the processing of personal service citations, reduce printing costs, and eliminate the necessity for field personnel to carry more than one citation book, this Order deactivates the Department's existing eight Personal Service Citations books, and activates one Personal Service Citations, Form 4.50, to be used throughout the City. Current completion procedures remain in effect concerning the Personal Service Citations, Form 4.50, and additional completion requirements mandated by the Judicial Council of California and the Los Angeles Municipal Court are set forth in this Order. This Order also revises the Continuation of Notice to Appear, Form 4.50.5, and the Citation Correction Request, Form 4.07, to reflect the additional citation completion requirements.

PROCEDURE:

- I. PERSONAL SERVICE CITATIONS - DEACTIVATED. The following Personal Service Citations are deactivated.

- * Personal Service Citations, Metropolitan, Form 4.50.0.
- * Personal Service Citations, Valley, Form 4.50.1.
- * Personal Service Citations, West Los Angeles, Form 4.50.2.
- * Personal Service Citations, Foothill, Form 4.50.3.
- * Personal Service Citations, Harbor, Form 4.50.4.
- * Personal Service Citations, Pacific, Form 4.50.6.
- * Personal Service Citations, Canoga Park, Form 4.50.7.
- * Personal Service Citations, Metropolitan/Baldwin Hills, Form 4.50.8.

These forms shall be bundled, marked "obsolete", and returned to Supply Division no later than April 6, 1992.

- II. PERSONAL SERVICE CITATIONS - ACTIVATED. The Personal Service Citations, Form 4.50, is activated.

Note: All commanding officers shall ensure that the Personal Service Citations, Form 4.50, is distributed to all concerned personnel no later than April 6, 1992.

- III. COMPLETION OF THE PERSONAL SERVICE CITATIONS, FORM 4.50. Current completion procedures remain in effect with the following revisions and additions.

- A. Time. Use non-military time and check the appropriate AM or PM box (i.e., 8:30 instead of 0830; 2:20 instead of 1420).

Note: If military time is used, a Citation Correction Request, Form 4.07, shall be completed to change the time from military to non-military.

- B. Misdemeanor Check Box.** Check this box if any cited violation is a misdemeanor. The Citation Guide, Form 16.65, shows misdemeanors with an "M" and infractions with an "I" preceding the section number.
- C. Traffic/Non-Traffic Check Box.** Check the traffic check box for all violations. The non-traffic box will not be used by the Department, but is still required to be included on the citation by the Judicial Council since this is a standardized item on all citations Statewide.
- D. Commercial Vehicle (C.V.) Check Box.** Check this check box if Section 15210(b) California Vehicle Code (CVC) applies. Section 15210(b) CVC defines a commercial vehicle as a motor vehicle or combination of motor vehicles used to transport passengers or property and:
- * Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
 - * Has a gross vehicle weight rating of 26,001 or more pounds; or
 - * Is designed to transport 16 or more persons, including the driver; or
 - * Is used in the transportation of hazardous materials.
- E. Hazardous Materials (H.M.) Check Box.** Check this box if a vehicle is transporting hazardous materials as defined in Sections 353 and 2452 CVC. Hazardous material haulers are defined as commercial vehicles in the CVC. However, the "H.M." rather than the "C.V." check box shall be checked when hazardous cargo is being transported. Hazardous materials include, but are not limited to radioactive material, poison, flammable gas, nonflammable gas, flammable liquid, oxidizer, flammable solid, corrosive material, irritating materials, combustible liquids, explosives, blasting agents, etiologic agents, organic peroxides, hazardous wastes, and other regulated materials of classes A, B, C, D, and E listed in the CVC.
- F. Correctable Violations Check Boxes.** Check the appropriate "Yes" or "No" check box on each violation. Always check the "Yes" check box if the following applies:

- * Any registration infraction listed in Division 3, CVC;
- * Any driver's license infraction listed in Division 6, CVC, and Section 12951(a) CVC (driver's license not in possession);
- * Any equipment infraction listed in Divisions 12, 13, 14.8, 16, 16.5, and 16.7, CVC, and Section 21201 CVC (bicycle equipment.)

G. Seat Belt Violation Check Box. Mark the check box to the immediate left of Section 27315 if it is a cited violation. Also, enter the appropriate subsection in the parentheses to the right of Section 27315 in the following manner:

- * (d) the driver is cited if no seat belt is worn by the driver or passenger over 4 years of age, but under 16 years.
- * (e) the passenger is cited if no seat belt is worn by a passenger 16 years of age or older.
- * (f) owner must maintain seat belts in good working order.

Note: Continue to cite the driver for violations of 27360(a, b, or c) CVC (child restraints) for passengers under 4 years of age.

H. Violations Not Committed in Officer's Presence Check Box. Do not use this check box. At this time, the Department does not cite for violations not committed in the officer's presence. However, this item is still required to be included on the citation by the Judicial Council.

I. Court Location Check Box. Check the appropriate court location by referring to the Personal Service Citations, Form 4.50, book cover. Determine the violation location and then simply check the appropriate court.

Note: Care should be taken to check the correct court.

IV. CONTINUATION OF NOTICE TO APPEAR, FORM 4.50.5, AND CITATION CORRECTION REQUEST, FORM 4.07 - REVISED. The Continuation of Notice to Appear, Form 4.50.5, and Citation Correction Request, Form 4.07, have been revised to incorporate the additional completion requirements of the Personal Service Citations, Form 4.50.

MARCH 16, 1992

FORM AVAILABILITY: The Personal Service Citations, Form 4.50; Continuation of Notice to Appear, Form 4.50.5; and Citation Correction Request, Form 4.07.0, are available at Supply Division.

AMENDMENTS: This Order deletes Sections 5/4.50.0, 5/4.50.1, 5/4.50.2, 5/4.50.3, 5/4.50.4, 5/4.50.6, 5/4.50.7, and 5/4.50.8 from; adds Sections 4/320.16, 4/320.17, 4/320.18, 4/320.21, 4/320.22, 4/320.37, 4/320.38, 4/320.47, and 5/4.50.0 to; and amends Section 4/320.14 of, the Department Manual.

AUDIT RESPONSIBILITY: The Department Traffic Coordinator shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

APRIL 17, 1992

SUBJECT: BOOKING AND DISPOSITION OF CURRENCY

PURPOSE: Currently, there are no procedures regulating the booking of large sums of money. This lack of regulation presents security problems. Additionally, there are no comprehensive procedures for the processing of money requiring special handling, e.g., blood-stained, narcotics-related, or mutilated currency, etc. This Order delineates procedures to enhance the accountability and processing of all currency bookings.

PROCEDURE:

I. BOOKING MONEY - REVISED. All monies taken into Department custody shall be counted by the officer booking the money and the appropriate supervisor prior to booking. A copy of the related Property Report, Form 10.1, must accompany each money booking.

II. BOOKING CURRENCY.

A. Officer Responsibilities. When an officer seizes or takes into custody U.S. currency, the concerned officer shall:

- * Count the currency, in the presence of a supervisor preferably not involved in the seizure, and place the currency into a Money Envelope, Form 10.12.2;
- * Obtain the signature of the supervisor verifying the money count on the Money Envelope;
- * Ensure that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
- * Seal the top flap of the Money Envelope with an Analyzed Evidence Seal (LAPD Sealed Evidence - red), Form 10.12.7;
- * Complete a Property Report listing the currency booked; and

Note: Money that is of unique evidentiary value, e.g., possible fingerprints, shall be listed on the Property Report as specified in Procedure V.

- * Book the items into the appropriate property facility.

Note: When an officer seizes or takes into custody U.S. currency totaling less than \$5,000, the concerned officer shall book the currency at the Area property room. The items shall be placed in the designated interim storage locker when the Area property room is closed. When an officer seizes or takes into custody U.S. currency totaling \$5,000 or more, the officer shall transport the currency to Valley Property Section or Central Property Section, Property Division, for recounting and booking.

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B. Supervisor Responsibilities. Supervisors responsible for counting currency shall:

- * Verify that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
- * Sign the Money Envelope in the appropriate place and ensure the envelope is properly sealed; and
- * Ensure that the items are booked into the appropriate property facility.

Note: A supervisor shall witness the recount of all currency removed from interim storage by the property officer for booking into the Area property room. The supervisor shall sign and date the Analyzed Evidence Seal (LAPD Sealed Evidence - blue), Form 10.12.7, overlaying the Money Envelope flap next to the signature of the property officer.

C. Property Officer Responsibilities. Property officers at Area property rooms who accept currency for booking shall:

- * Recount the currency in the presence of the booking officer;
- * If the currency is removed from interim storage for booking into the Area property room, recount the currency in the presence of any sworn supervisor;

Note: The property officer shall be responsible for applying blue evidence seals to all currency packages opened for recounting. All resealing shall be done in the presence of the sworn supervisor witnessing the recount. The property officer shall sign and date the blue evidence seal overlaying the Money Envelope flap in the presence of the sworn supervisor.

- * Ensure the money count is properly listed on the Money Envelope;
- * Seal the Money Envelope with a blue evidence seal and sign and date the evidence seal; and
- * Place the item into secure storage.

Property officers at Central Property Section or Valley Property Section who accept currency for booking shall:

- * Recount the currency in the presence of the booking officers;
- * Verify the currency count matches the Money Envelope;
- * Place the currency into the Money Envelope and seal with a blue evidence seal;
- * Sign and date the blue evidence seal; and
- * Obtain the signature of a Property Division supervisor on the blue evidence seal overlaying the Money Envelope flap.

APRIL 17, 1992

III. REMOVAL OF CURRENCY FROM PROPERTY DIVISION.

A. Withdrawal for Court Proceedings. When currency is required as evidence in a court proceeding, the officer shall:

- * Withdraw the currency from Property Division and sign the Property Card-Envelope (Money), Form 10.07.1, upon receipt;
- * Obtain copies of the Property Receipt, Form 10.03;
- * Transport the sealed Money Envelope to the appropriate court; and
- * Have the court execute the Property Receipt with a court stamp and court clerk's signature when the currency is accepted as evidence and deliver the receipt to Property Division not later than the close of the following working day.

Note: Officers shall contact the District Attorney's Office or City Attorney's Office, as appropriate, to determine if currency booked in conjunction with the court case is needed in court.

When the currency is not accepted as evidence by the court, the concerned officer shall return the currency and unexecuted receipts to Property Division as soon as practicable.

B. Release of Currency to Private Persons. When releasing currency to a private person in response to a Property Disposition Request, Form 10.06, teletype, or Property Owner's Notification, Form 10.14, property officers shall:

- * Verify identification of the private person;
- * Ensure that the property release authorization is on file;
- * Ensure that a supervisor is present to continuously observe the release of the currency; and

Note: In Central or Valley Property Sections, a property supervisor shall be present. In outlying Area property rooms, a watch commander or other sworn supervisor shall be present.

- * Complete the necessary documentation to record the release of the currency under the auspices of the supervisor verifying the release and have the witnessing supervisor initial the form.

IV. CURRENCY RELATED TO NARCOTICS ACTIVITY.

A. \$1,000 or more. Pursuant to Section 11470 of the California Health and Safety Code, officers seizing \$1,000 or more in U.S. currency that is narcotics-related shall:

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- * Immediately contact the Asset Forfeiture and Support Section, Narcotics Group, for advice on the hold that may be placed on such currency once it has been booked;

Note: If the Asset Forfeiture and Support Section is closed, employees from the Asset Forfeiture and Support Section can be contacted through Detective Headquarters Division.

- * Ensure that a Receipt for Property Taken Into Custody, Form 10.10, is issued to the arrestee or the person who had control of the property if no arrest is made;

Note: If the currency is seized by an Asset Forfeiture and Support Section employee, the Form 10.10 shall be issued by, and bear the name and serial number of, that employee. Additionally, a Property Report must be completed for all currency taken into Department custody.

- * Include the name and serial number of the Asset Forfeiture and Support Section employee contacted for advice on all reports; and
- * Book as advised by the Asset Forfeiture and Support Section employee.

- B. Less than \$1,000.** In the event an officer recovers less than \$1,000 during a narcotics-related incident and has a question as to whether or not to place a hold on the currency, the officer may telephonically contact the Asset Forfeiture and Support Section for advice.

Note: If the Asset Forfeiture and Support Section is closed, employees from the Asset Forfeiture and Support Section can be contacted through Detective Headquarters Division.

- C. Currency Held for Narcotics Group K-9 Detail.** When booked money requires checking by a Narcotics Group K-9 unit and a unit is unavailable prior to booking, the booking officers shall notify the property officer that after counting and booking the currency to place the Money Envelope into a Kapak bag to ensure the currency is not contaminated during storage.

Note: Items held for checking by the K-9 Detail must be booked at Central or Valley Property Sections.

- V. MONEY HELD FOR ANALYSIS BY SCIENTIFIC INVESTIGATION DIVISION.** When officers seize, or take into custody, money from which there is a significant chance Scientific Investigation Division can recover physical evidence, e.g., significant bloodstains, fingerprints, or notations, the concerned officers shall write on the Property Report in large letters above the line where the money is listed, "Hold Money for Evidence." Facts supporting retention should be set forth in narrative form immediately following the line item listing on the Property Report and in the narrative of corresponding reports.

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Exception: Money contaminated with toxic or infectious materials shall not have a "Hold Money for Evidence" designation unless it has some evidentiary value. The words "Bio-Hazard" or "Toxic Hazard" shall be printed in red letters on the face of the Money Envelope.

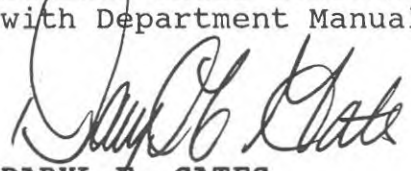
VI. BOOKING OF NUMISMATIC, MUTILATED, OR COUNTERFEIT CURRENCY.

Foreign currency, gold coins, proof sets, and coins which are obviously part of numismatic collections shall be booked separately and not as money. Additionally, counterfeit currency, dye-packs, and raised bills, regardless of denomination, shall not be booked as U.S. currency or in a Money Envelope. Officers booking numismatic, mutilated, or counterfeit currency shall:

- * If the items constitute a coin collection or collectable items, list the total face value of the coin or bill collection and the breakdown by denomination on the Property Report; or
- * If the item is counterfeit or a raised bill, list the face value along with the serial number from each bill on the Property Report; or
- * If the item is a dye pack, list the visible serial numbers and face value of any remaining bills.
- * In the presence of a supervisor, place the items in a plain manila envelope stamped with a currency denomination grid on the face of the envelope;
- * Itemize the totals of the items on the grid, e.g., "10 pennies, 4 nickels, 2 dimes," etc., from the Property Report;
- * Write in large letters on the lower portion of the face of the envelope what is contained within, e.g., dye pack, coin collection, etc.;
- * Seal the top flap of the envelope with a red evidence seal;
- * Have the witnessing supervisor sign the evidence seal overlaying the envelope flap; and
- * Book the property.

AMENDMENTS: This Order adds Sections 4/540.62 and 4/540.64 to, and amends Sections 4/201.65, 4/515.10, 4/540.60, and 5/10.1 of, the Department Manual.

AUDIT RESPONSIBILITIES: The commanding officers of the Bureau of Special Investigation, Fiscal Support Bureau, and all operations bureaus shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

"DISTRIBUTION A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

JUNE 2, 1992

SUBJECT: OUTSIDE TRAINING CONFLICTING WITH LAPD POLICY

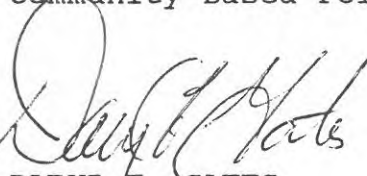
PURPOSE: Attendance at training classes and seminars that are sponsored by other organizations provides opportunities to enhance an employee's performance and value to the Department. It is appropriate for employees that have benefitted from this training to share their experience with other employees. This Order establishes policy regarding training received by employees from an outside training source or seminar.

PROCEDURE: The Department regularly sends employees to training classes and seminars that are sponsored by other organizations. Occasionally, techniques and/or procedures that are taught in outside training courses conflict with existing Department policies and procedures. While this conflict does not invalidate the training, existing Department policies and procedures take precedence over what is taught by the outside training institution.

An employee who receives training from an outside training course or seminar that conflicts with existing Department policies or procedures shall not train other employees on the conflicting procedures, or practice them, without obtaining Department approval. To obtain Department approval, an employee shall submit a request through the employee's chain of command to Personnel and Training Bureau. Only after the technique, policy, or procedure has been approved by the Chief of Police may the employee train others or use it in the course of his or her duties.

AMENDMENTS: This Order adds Section 3/779.50 to the Department Manual.

AUDIT RESPONSIBILITY: In accordance with Department Manual Section 0/080.30, all bureau commanding officers shall monitor compliance with this directive by entities assigned to their command, and Evaluation and Administration Section, Office of Operations, shall monitor compliance with this directive by Community-Based Policing Areas.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

JUNE 3, 1992

SUBJECT: DISPERSAL PARKING

PURPOSE: This order eliminates temporary home-garaging and establishes forms and procedures for the dispersal parking of Department vehicles away from the regular work location.

Like all other agencies of government, the Department must justify the expenditure of its limited resources. Audits of the use of Department vehicles have disclosed the need to simplify and enhance accounting for Department vehicles which are not garaged at the regular work location.

The first step in this enhancement was publication of Administrative Order Number 9 of 1985. This order revised procedures for regular home-garaging of Department vehicles. These procedures are now contained in Department Manual Section 3/260. The following special order completes this enhancement by revising and consolidating procedures governing all other garaging away from the regular work location.

PROCEDURE: A Department employee may dispersal park a Department vehicle at any secure location within Los Angeles County away from the employee's regular work location only when such parking is the most cost-efficient means of conducting essential Department business and the employee has obtained prior written approval in accordance with the following procedures.

I. DEFINITIONS.

Dispersal parking. Dispersal parking is the authorized temporary off-duty parking of a Department vehicle at a secure location within Los Angeles County away from the regular work location.

Dispersal parking is exclusively the act of a named employee specifically authorized to dispersal park for a time period defined by specific dates.

No single dispersal-parking period shall exceed six consecutive calendar months (183 days). Any further dispersal parking must be requested and processed in the same manner as a first-time request.

Dispersal parking is not warranted by virtue of rank, position, use of a particular vehicle, association with an authorized employee, or any other condition or

JUNE 3, 1992

circumstance apart from a specific authorization to dispersal park. Any employee qualified to drive a Department vehicle may request such authorization on his or her own initiative or may be required to do so by his or her immediate supervisor.

Authorization to dispersal park shall be in the form of a valid Dispersal-Parking Employee Authorization, Form 11.37. Any change in dispersal-parking location or other certified condition of use invalidates the Dispersal-Parking Employee Authorization. In such cases, a new Dispersal-Parking Employee Authorization shall be completed and approved prior to further dispersal parking.

Department vehicle. A Department vehicle is any motor vehicle which is under the direction and control of the Police Department and is not owned by a Department employee.

Regular work location. A regular work location is where the Department usually requires the concerned employee to report for work at the beginning of each tour of duty.

Secure location. A secure location is a public or private (1) locked garage, (2) fenced and locked open area, (3) parking location guarded 24-hours by on-site security personnel, (4) LAPD parking lot, or (5) other parking location which provides equivalent protection against theft or damage.

II. DISPERSAL-PARKING EMPLOYEE AUTHORIZATION, FORM 11.37 - ACTIVATED. This form shall be used by Department employees to document authorization to dispersal park.

Distribution.

- 1 - Original, the command one level above that to which the dispersal-parking employee is assigned or the dispersal-parking employee's bureau, whichever is higher.
- 1 - The command to which the dispersal-parking employee is assigned.
- 1 - The dispersal-parking employee.
- 3 - Total

Approval for Taking City-Owned Vehicle Home After Business Hours, Form 1.45 - Deactivated. This form shall no longer be used. Existing supplies of these forms shall be bundled, marked "Obsolete-Destroy," and returned to Supply Division.

III. EMPLOYEE REQUESTING DISPERSAL PARKING - RESPONSIBILITIES. Each employee requesting to dispersal park shall:

- * Complete the "Dispersal-Parking Employee" box of the Dispersal-Parking Employee Authorization, Form 11.37;
- * Forward this form to his or her immediate supervisor;
- * Begin dispersal parking only after confirming that the Authorization has been approved in writing by his or her commanding officer; and

Exception: An employee may temporarily dispersal park with the approval of his or her immediate supervisor when the employee's commanding officer is not available and dispersal parking is immediately necessary. This temporary approval shall be documented in the "Dispersal-Parking Employee's Immediate Supervisor" box of the Dispersal-Parking Employee Authorization by the approving supervisor prior to any such temporary dispersal parking.

- * Document each incident of dispersal parking by completing the appropriate portions of the Sign Out Sheet, Form 15.42, including the vehicle shop number, immediately before leaving the regular work location to dispersal park and immediately after arriving at the regular work location after dispersal parking.

IV. IMMEDIATE SUPERVISOR OF EMPLOYEE REQUESTING DISPERSAL PARKING - RESPONSIBILITIES. The immediate supervisor of each employee who submits a Dispersal-Parking Employee Authorization shall:

- * Determine whether the proposed dispersal parking is the most cost-efficient means of conducting essential Department business;
- * Complete the "Dispersal-Parking Employee's Immediate Supervisor" box and forward the form without delay through channels to the requesting employee's commanding officer;

JUNE 3, 1992

- * Permit dispersal parking to begin only after confirming that the Authorization has been approved in writing by the requesting employee's commanding officer;

Exception: A supervisor may approve temporary dispersal parking when the employee's commanding officer is not available and dispersal parking is immediately necessary. This temporary approval shall be documented in the "Dispersal-Parking Employee's Immediate Supervisor" box of the Dispersal-Parking Employee Authorization by the approving supervisor prior to any such temporary dispersal parking.

- * Return a copy of the Authorization to the requesting employee after it has been approved or disapproved by all required authorities; and
- * Ensure the Sign Out Sheet, Form 15.42, is properly completed and filed.

V. COMMANDING OFFICER OF EMPLOYEE REQUESTING DISPERSAL PARKING - RESPONSIBILITIES. The commanding officer of each employee who submits a Dispersal-Parking Employee Authorization shall:

- * Determine whether the proposed dispersal parking is the most cost-efficient means of conducting essential Department business;
- * Approve or disapprove the Authorization;
- * Without delay, forward the original of each approved Authorization through channels to the next higher level of command or to the concerned bureau, whichever is higher;
- * Return a copy through channels to the requesting employee after it has been approved or disapproved by all required authorities;
- * File a copy of the Authorization, whether or not approved;
- * Ensure the Sign Out Sheet, Form 15.42, is properly completed;
- * File the originals of the Sign Out Sheet;
- * Cause the dispersal parking employee to document off-hour usage on the Home-Garaging Vehicle Log, Form 11.35, in cases where it is anticipated that a home-garaging vehicle authority will be requested for the position held by the employee; and

Note: The commanding officer may require use of this log for other purposes.

- * File the originals of the Home-Garaging Vehicle Log.

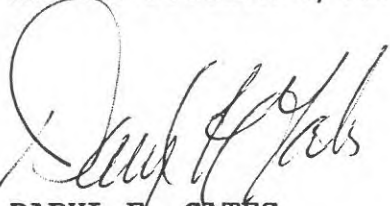
VI. BUREAU COMMANDING OFFICER - RESPONSIBILITIES. In the following description of responsibilities, the term "bureau" means the command one level above that to which the dispersal-parking employee is assigned or the dispersal-parking employee's bureau, whichever is higher. Each bureau commanding officer shall:

- * Approve or disapprove each Dispersal-Parking Employee Authorization and return a copy through channels to the dispersal-parking employee's commanding officer; and
- * File the original, whether or not approved.

FORM AVAILABILITY: The Dispersal-Parking Employee Authorization, Form 11.37, will be available at Supply Division in 60 days. Until then, use the attached copy of this form to reproduce others as needed.

AMENDMENTS: This Order adds Sections 3/261, 3/261.05, 3/261.10, 3/261.15, 3/261.20, and 5/11.37.0 and it deletes Sections 3/262 and 5/1.45 from the Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive by entities assigned to their command, and Evaluation and Administration Section, Office of Operations, shall monitor compliance with this directive by Community-Based Policing Areas in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

Dispersal-Parking Employee Authorization

Dispersal-Parking Employee

Employee's Name (Last, First, MI)	Rank	Serial No.	Group/Area/Division	Section/Unit/Detail
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From (Mo/Day/Year)	Thru (Mo/Day/Year)	Total consecutive calendar days shall not exceed 6 months (183 days)
Authorized Period: _____	Thru _____	= _____

Dispersal-Parking Location: _____

_____ Date _____

Facility commanding officer's signature if dispersal parking at an LAPD facility

Dispersal-Parking Justification:

Note: Dispersal parking must be the most cost-efficient means of conducting essential Department business. In this box, describe the Department business and give facts on (1) why that business is essential and (2) why dispersal parking is the most cost-efficient means of conducting it.

I certify that this dispersal-parking is the most cost-efficient means of conducting the essential Department business described above.

_____ Date _____

Dispersal-parking employee's signature

Recommendation: Dispersal-Parking Employee's Immediate Supervisor

☐ Approve

☐ Disapprove _____ Date _____

Dispersal-parking employee's supervisor's signature

Temporarily approved _____ Date _____

(see note below) Dispersal-parking employee's supervisor's signature

Note: The dispersal-parking employee's supervisor may approve temporary dispersal parking only when (1) the employee's commanding officer is not available to give written approval and (2) dispersal parking is immediately necessary. However, this supervisor shall in all cases forward this form without delay to the dispersal-parking employee's commanding officer after the employee has obtained the signature of the commanding officer of the facility where the vehicle will be dispersal parked.

Dispersal-Parking Employee's Commanding Officer

☐ Approved

☐ Disapproved _____ Date _____

Dispersal-parking employee's commanding officer's signature

Bureau Commanding Officer

☐ Approved

☐ Disapproved _____ Date _____

Bureau commanding officer's signature

Note: For purposes of this form, "bureau" means the command one level above that to which the dispersal-parking employee is assigned or the dispersal-parking employee's bureau, whichever is higher.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

JUNE 4, 1992

SUBJECT: PROCESSING BOOKED MONEY

PURPOSE: Currently, all money taken into Department custody is stored in Property Division until a disposition authorization is received to deposit the money into a City trust account. This procedure has resulted in large sums of currency remaining in Department storage for several years. To reduce the quantity of stored currency, a booked money deposit system has been created. This Order delineates revised procedures for booking money and for subsequent deposit into the Booked Money Account. Additionally, this Order activates the Booked Money Disbursement, Form 10.26.

PROCEDURE:

- I. BOOKED MONEY DISBURSEMENT, FORM 10.26 - ACTIVATED.** In order to document the request for disbursement of monies held in the Booked Money Account, the Booked Money Disbursement, Form 10.26, has been activated.
 - A. Use of Form.** This form is used by the Commanding Officer, Property Division, to request disbursement of monies from the Booked Money Account. Disbursement of monies from the Booked Money Account is the responsibility of the Commanding Officer, Fiscal Operations Division.
 - B. Completion - General.** A separate form shall be used for each disbursement request. Forms must be signed by the Commanding Officer, Property Division.
 - C. Distribution.**
 - 1 - Original, Fiscal Operations Division
 - 1 - Copy, Property Division

2 - Total

- II. BOOKING EMPLOYEE - RESPONSIBILITIES.** When an employee takes into custody currency that has any specific evidentiary value, e.g., possible fingerprints, money seized pursuant to a search warrant, etc., the booking employee shall place the phrase "**Hold Money For Evidence**" above the line where the money evidence appears on the Property Report, Form 10.1. Facts supporting retention should be set forth in narrative form immediately following the line item listing on the Property Report and in the narrative of corresponding reports.

Note: Money that has no hold for evidentiary value will be deposited into the Booked Money Account by Property Division after 60 days of custody.

III. INVESTIGATING OFFICER - RESPONSIBILITIES. Investigating officers shall review money booked in conjunction with cases under their purview and determine if a hold for evidence placed on the money is necessary or may be necessary.

A. Placing a Hold. Investigating officers requesting a hold on money booked shall complete a Follow-Up Investigation, Form 3.14, and forward the form to the Commanding Officer, Property Division.

B. Releasing a Hold. Investigating officers requesting the release of a hold placed on money booked shall complete a Form 3.14 documenting approval received from the Deputy District Attorney or Deputy City Attorney, as appropriate, and a statement that the booked money is eligible for deposit into the booked money deposit system. Upon approval, retain a copy in the case package and forward the original to the Commanding Officer, Property Division.

Note: Completion of the Form 3.14 stating the currency is eligible for deposit does not relieve the investigating officer of the responsibility to complete a Property Disposition Request, Form 10.06, if appropriate.

IV. OFFICERS SERVING SEARCH WARRANTS - RESPONSIBILITIES. Officers serving search warrants resulting in seizures of currency shall ensure all the currency is listed on the Return to Search Warrant, District Attorney's form, and presented to the appropriate magistrate within 10 days. The Return to Search Warrant includes an addendum which provides judicial authorization for the seized currency to be deposited into the Booked Money Account. Officers booking currency seized pursuant to a search warrant shall complete the property report as delineated in Section II of this Order.

Note: Following magistrate approval, investigating officers shall remove the hold on money which is not of unique evidentiary value.

Officers receiving approval from the concerned magistrate to deposit the seized money into the Booked Money Account shall forward a copy of the Return to Search Warrant addendum and a completed Form 3.14 to the Commanding Officer, Property Division.

Exception: Removal of a hold placed for 11470 H&S shall be the responsibility of the Asset Forfeiture and Support Section, Narcotics Group.

JUNE 4, 1992

- V. **PROPERTY DIVISION - RESPONSIBILITIES.** The Commanding Officer, Property Division, shall, as soon as practical upon expiration of the 60-day time limit, cause all monies eligible for deposit into the Booked Money Account, not stored in Central Property Section, Property Division, to be transferred to Central Property Section or Valley Property Section for deposit.

Exception: If a release has been authorized and is pending, the money will not be transferred and deposited until the required term for claiming the money has expired.

The Commanding Officer, Property Division, shall be responsible for processing and approving all requests for disbursement of monies from the Booked Money Account.

Upon determination that money in the account is eligible for disbursement, cause a Booked Money Disbursement, Form 10.26, to be completed and forwarded to Fiscal Operations Division.

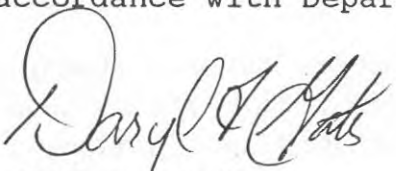
Note: Monies not yet deposited into the Booked Money Account may be released in accordance with procedures outlined in 4/555.10.

- VI. **FISCAL OPERATIONS DIVISION - RESPONSIBILITIES.** The Commanding Officer, Fiscal Operations Division, shall administer the Booked Money Account and process all requests for disbursement of monies requested by the Commanding Officer, Property Division.

FORMS AVAILABILITY: The Booked Money Disbursement, Form 10.26, is available at Supply Division.

AMENDMENTS: This Order amends Sections 2/420.10, 2/450.13, 4/540.60, 4/540.90, and 4/565.20 of; and adds Sections 4/540.66 and 5/10.26 to; the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Support Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

"DISTRIBUTION A"

SUPPLEMENTAL FACT SHEET

Money seized incidental to police activities normally has no evidentiary value. Contrary to sound security and cash management practices, such money has traditionally remained in its original cash state for lengthy periods of time, or until final disposition instructions have been received. After consultation with the City Attorney's Office, the District Attorney's Office, and the courts, it has been determined that the appropriate course of action is to deposit all booked money into a checking account after 60 days of custody unless it is of unique evidentiary value to a criminal case. The 60-day period was selected because it (1) maximizes the amount of money which will be released in cash rather than by check, (2) minimizes the amount of cash retained, and (3) allows time for a subsequent decision to "hold money for evidence" should investigative or prosecutorial review indicate the money should be held.

Rarely is booked money required in court or entered into evidence. Even in "sting" situations, the Secret Service money utilized is photocopied for court purposes and the currency reused. In addition to money of special numismatic value, the following are examples of unique evidentiary value which may justify retention of money in its original form:

- * Blood stained money when the stains represent significant evidence.
- * Money with significant fingerprints.
- * Money with notations significant to a crime.

Booking and investigating officers shall not unnecessarily cause booked money to be held in its original form. When it must be retained, the directive "Hold Money for Evidence" shall be placed above the line listing the money on the Property Report, Form 10.1. The specific reason for the hold shall be fully explained in the Property Report narrative. If a change in the status of booked money is necessary subsequent to initial booking, the change shall be made via a Follow-Up Investigation, Form 3.14, with a copy forwarded to the Commanding Officer, Property Division.

Monies contaminated with toxic, infectious, or biological material should not automatically be held for evidence. Such money may be processed for deposit, but does require a special packaging procedure consisting of labelling the Money Envelope "Bio-Hazard" or "Toxic Hazard" in large red letters.

Foreign currency, gold coins, including U.S. coins, valuable collectibles, medallions, medals, etc. are not booked as money. The face value of any coin should be noted on the Property Report as part of the item description. The items should be placed in a plain manila envelope, sealed, and the contents marked in large red letters on the face of the envelope.

Coin collections are not booked as money. Officers are not required to make judgements as to the numismatic value of coins, but where coins are encased in plastic, plastic envelopes, cellophane sleeves, or otherwise packaged in a manner intended to preserve numismatic value, they should be described separately on the Property Report with the face value of any U.S. coin noted as part of the item description. These items should also be booked in a manila envelope, sealed, and the contents marked in large red letters on the face of the envelope.

Dye packs and raised bills should not be booked as money. The face value of the bills and visible serial numbers should be recorded on the Property Report and booked in a plain envelope.

Additionally, mutilated money where less than 50 percent of an original bill or coin remains should not be booked as money or in a Money Envelope.

LINE ITEM EXEMPLAR
FOR PROPERTY REPORT, FORM 10.1

Item No.	Quan.	Article	Serial No./Type Test of Drug	Brand/Drug Weight Units	Model No./Drug Test Result	Misc-Color, Size, Inscription, Caliber, Etc. Multi Arrest, Incl Name/Bkg #, From Whom Taken
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HOLD MONEY FOR EVIDENCE

1	-	US CURR	N/A	N/A		\$1,111.22 HOLD - Possible Fingerprints
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MONEY NOT HELD FOR EVIDENCE

2	-	US CURR	N/A	N/A		\$553.34 Various Denominations
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**ADDENDUM TO SEARCH WARRANT RETURN,
SEARCH WARRANT NO. _____**

**REQUEST AND ORDER FOR DEPOSIT
OF SEIZED FUNDS INTO CHECKING ACCOUNT**

I. REQUEST

As noted on the attached Search Warrant Return, the sum of \$_____, United States currency, was seized during the execution of this search warrant. Storage of cash in the Los Angeles Police Department secured evidence locker is a security risk and takes up limited storage space. The bills constituting the money seized do not appear to have any unique evidentiary value in and of themselves. It is requested that this money be released from the Los Angeles Police Department secured evidence locker for deposit into a designated checking account set up for this purpose. The order (appearing below) will be presented to the Property Division of the Los Angeles Police Department only if it is determined by the Supervising Officer on the case, after consultation with the prosecuting agency, that the bills themselves have no evidentiary value.

(Requesting Officer)

(Date)

II. ORDER

TO THE CUSTODIAN OF EVIDENCE, LOS ANGELES POLICE DEPARTMENT:

It is ordered that the money described above be released to the Los Angeles Police Department for deposit into a designated checking account set up for the purpose of receiving such funds.

(Judge)

(Date)

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

JUNE 11, 1992

SUBJECT: PRE-TRIAL AUTHORIZATION FOR THE DESTRUCTION OF LARGE QUANTITIES OF CONTROLLED SUBSTANCES

PURPOSE: Current procedures for obtaining authorization for pre-trial destruction of narcotics require the completion of numerous and sometimes redundant forms. In an effort to streamline the pre-trial narcotics authorization process, the Pre-Trial Narcotics Destruction Authorization, Form 10.11, is activated by this Order. Additionally, this Order delineates the responsibilities of the various entities involved in the authorization for the pre-trial destruction of large quantities of controlled substances.

PROCEDURE:

- I. **PRE-TRIAL NARCOTICS DESTRUCTION AUTHORIZATION, FORM 10.11-ACTIVATED.** In order to streamline and simplify the pre-trial narcotics evidence destruction approval process, the Pre-Trial Narcotics Destruction Authorization, Form 10.11, has been activated.
 - A. **Use of Form.** This form shall be used by Property Division to request Narcotics Group to investigate quantities of narcotics evidence eligible for pre-trial destruction. Additionally, this form shall be used by Narcotics Group to request authorization for pre-trial narcotics destruction from the Chief of Police.
 - B. **Completion - General.**
 - * A separate form shall be used for each DR number.
 - * Each involved entity shall retain its designated copy of the form.
 - * Property Division shall complete the designated section of the form and forward the original, via Fiscal Support Bureau, to Narcotics Group.
 - * Narcotics Group shall complete its designated section of the form and forward it through channels to the Chief of Police.
 - * The form shall be returned to Property Division if disapproved by any entity whose approval is needed for pre-trial narcotics destruction.
 - * The form shall be returned to Property Division following final approval by the Chief of Police.

JUNE 11, 1992

C. Distribution - Formset.

- 1 - Original - Property Division
- 1 - (Green) - Office of the Chief of Police
- 1 - (Yellow) - Office of Special Services
- 1 - (Pink) - Bureau of Special Investigation
- 1 - (Blue) - Narcotics Group
- 1 - (Gold) - Fiscal Support Bureau
- 6 - Total

II. OBTAINING AUTHORIZATION FOR PRE-TRIAL DESTRUCTION OF LARGE QUANTITIES OF CONTROLLED SUBSTANCES.

- A. Responsibility of Commanding Officer, Property Division.** Upon determining that a quantity of a booked controlled substance, exceeding the limits defined in Health and Safety Code Section 11479 et seq., poses a security or storage problem, the Commanding Officer, Property Division, shall direct a Pre-Trial Narcotics Destruction Authorization to the Commanding Officer, Narcotics Group, via the Commanding Officer, Fiscal Support Bureau.
- B. Responsibility of Commanding Officer, Narcotics Group.** The Commanding Officer, Narcotics Group, shall review and coordinate all requests for the pre-trial destruction of excessive quantities of controlled substances.

Upon receiving a Pre-Trial Narcotics Destruction Authorization, the Commanding Officer, Narcotics Group, shall direct a member of Narcotics Group to investigate the controlled substance for pre-trial destruction.

Upon determining the narcotics can be destroyed, the Commanding Officer, Narcotics Group, shall forward the Pre-Trial Narcotics Destruction Authorization, through channels, to the Chief of Police, requesting the destruction of the controlled substance.

When circumstances indicate that pre-trial destruction of narcotics would be inappropriate, the Commanding Officer, Narcotics Group, shall explain the reason for non-destruction in the narrative portion of the Pre-Trial Narcotics Destruction Authorization and return the signed form to the Commanding Officer, Property Division.

JUNE 11, 1992


Note: Appeals to the decision of the Commanding Officer, Narcotics Group, may be made telephonically to the Commanding Officer, Narcotics Group, and the Chief of Staff, Office of the Chief of Police, if critical to storage or security.

- C. **Responsibility of the Chief of Staff, Office of the Chief of Police.** The Chief of Staff, Office of the Chief of Police, shall review the Pre-Trial Narcotics Destruction Authorization and, upon approval or disapproval, shall forward the form to the Commanding Officer, Property Division.

FORMS AVAILABILITY: The Pre-Trial Narcotics Destruction Authorization, Form 10.11, is available at Supply Division.

AMENDMENTS: This Order adds Sections 4/552.02 and 5/10.11 to, and deletes Sections 4/565.40, 4/565.41, and 4/565.43 from, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Fiscal Support Bureau and Bureau of Special Investigation shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

for 
DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

JUNE 12, 1992

SUBJECT: DESTRUCTION OF NARCOTICS - REVISED

PURPOSE: Narcotics destruction is a sensitive process which must be strictly governed by appropriate policies and procedures. To maximize security and ensure a strong system of checks and balances, narcotics destruction procedures have been revised. This Order establishes the position and responsibilities of the Narcotics Destruction Officer-in-Charge and delineates the revised responsibilities of the various entities involved in the narcotics destruction process.

PROCEDURE:

- I. PROPERTY DIVISION RESPONSIBILITIES - REVISED. The Commanding Officer, Property Division, shall obtain transportation vehicles and disposal sites and complete related contractual arrangements and funding requests for narcotics destructions.

Upon accumulating a sufficient amount of narcotics authorized for destruction, the Commanding Officer, Property Division, may request destruction of the narcotics.

Note: The Commanding Officer, Scientific Investigation Division (SID), shall notify Property Division when destruction of accumulated narcotics is required. The quantity shall be included in a subsequent destruction request prepared by Property Division.

The Commanding Officer, Property Division, shall:

- * Thirty days before the scheduled date of destruction, prepare an Intradepartmental Correspondence, Form 15.2, containing the date and time of the destruction and a description of the narcotics to be destroyed. The Form 15.2 shall be forwarded through channels in the following order:

- * Chief of Staff, Office of the Chief of Police.
- * Commanding Officer, Narcotics Group.
- * Commanding Officer, Metropolitan Division.
- * Commanding Officer, SID.

Note: The Commanding Officer, SID, shall be responsible for determining whether or not the narcotics destruction necessitates the assignment of the Hazardous Chemicals Team to the narcotics destruction site. Additionally, upon completion of the analysis of the narcotics random samples, the Commanding Officer, SID, shall direct a Form 15.2 to the Officer-in-Charge, Inspection and Control Section, detailing the results of the analysis.

- * Attach a copy of the approved Pre-Trial Narcotics Destruction Authorization, Form 10.11, for any pre-trial narcotics included in the destruction.
- * Cause all narcotics scheduled for destruction to be packaged and inventoried.

Upon completion of the narcotics destruction, the Commanding Officer, Property Division, shall maintain a record of each narcotics destruction which shall consist of the correspondence indicated above, an inventory of all narcotics destroyed, reanalysis results by SID, destruction information provided by the Narcotics Destruction Officer-in-Charge (NDOIC), any affidavit filed in a concerned court, and any other information pertinent to the destruction.

- II. **CHIEF OF STAFF RESPONSIBILITIES.** Upon receipt of the Form 15.2 destruction request from Property Division, the Chief of Staff, Office of the Chief of Police, shall appoint a staff or command officer as the NDOIC. The NDOIC appointee shall be notified via a Form 15.2, with a copy of the destruction request Form 15.2 attached. A copy of the correspondence appointing the NDOIC and a copy of the destruction request shall be forwarded to the Officer-in-Charge, Inspection and Control Section, Office of the Chief of Police.

The destruction request shall be forwarded to the other entities shown on the Official Correspondence Review, Form 15.75.

- III. **NARCOTICS DESTRUCTION OFFICER-IN-CHARGE RESPONSIBILITIES.** Upon designation by the Chief of Staff, the NDOIC shall:

- * Be responsible for maintaining liaison with the commanding officers of Narcotics Group, Metropolitan Division, Property Division, and SID, and the Officer-in-Charge, Inspection and Control Section.

Note: The Officer-in-Charge, Inspection and Control Section, shall assist as required throughout the destruction process.

- * Review and approve the plans of Narcotics Group, SID, and Property Division relative to the narcotics destruction process.

Note: Metropolitan Division uses the mission concept in its tactical operations. The integrity of security operations is enhanced by minimizing security plan changes. Plans may be reviewed but, to the extent possible, changes should be requested via the post-destruction correspondence submitted to the Chief of Staff.

- * Within seven days prior to the date of destruction, select a minimum of ten packages of narcotics at random from the list of narcotics designated for destruction and cause them to be tested by SID for content and weight.
- * On the day before the date of destruction, telephonically notify the police agency having jurisdiction over the destruction site that Department personnel will be present for the destruction of narcotics.
- * On the date of destruction, exercise line command over all personnel involved in the narcotics destruction for the duration of the destruction, including:
 - * Again causing at least ten or more narcotics packages to be randomly retrieved and reanalyzed by SID immediately prior to the transportation of the narcotics to the destruction site.

Note: If any discrepancies are discovered by SID, the NDOIC shall immediately initiate an investigation and notify the Chief of Staff who will determine responsibility for the internal investigation. The NDOIC shall have the responsibility of determining whether the destruction process, in whole or in part, should proceed or be terminated.

- * Monitoring the loading of the items to be destroyed.
- * Accompanying the items to the destruction site.
- * Observing the destruction of the narcotics.

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- * Within five working days after the destruction, submit an Intradepartmental Correspondence, Form 15.2, to the Chief of Staff, containing the following information:
 - * The location, date, and time of destruction.
 - * A description of the narcotics destroyed.
 - * Department personnel present at the destruction.
 - * The results of the tests conducted at the time of the initial testing by SID and the results of the SID test on the actual date of destruction.
 - * As appropriate, a critique of the destruction process.

Post Destruction Notification. Within 30 days after pre-trial destruction of a controlled substance, the NDOIC shall file an affidavit in the court which has jurisdiction over any pending criminal proceedings pertaining to the controlled substance. The affidavit shall state the information contained in the request submitted to the Chief of Police together with information specifying the date, time, and location of the destruction of the controlled substance.

Note: In the event there are no criminal proceedings pending which pertain to the controlled substance, the affidavit may be filed in any court which would have jurisdiction over a person against whom such criminal charges might be filed.

IV. INSPECTION AND CONTROL SECTION RESPONSIBILITIES. Upon notification by the Chief of Staff that a narcotics destruction has been scheduled, the Officer-in-Charge, Inspection and Control Section, shall complete the following tasks:

- * Contact the NDOIC for any special instructions pertinent to the scheduled destruction.
- * With the concurrence of the NDOIC, schedule a date and time with the commanding officers of Property Division, Narcotics Group (if pre-trial narcotics are involved), and SID to examine, weigh, and analyze those items scheduled for destruction.
- * Prior to the actual date of the narcotics destruction, accompany and assist the NDOIC on the date and time the narcotics packages are chosen for examination/analyzation.
- * On the day of the actual destruction, monitor the loading of those items to be destroyed, accompany the items to the destruction site, and observe the destruction of the narcotics.

- * Complete appropriate reports as directed by the NDOIC.

VI. **NARCOTICS GROUP RESPONSIBILITIES - REVISED.** Upon receiving a Form 15.2 from the Commanding Officer, Property Division, indicating that a narcotics destruction has been scheduled involving pre-trial narcotics, the Commanding Officer, Narcotics Group, shall assign a minimum of one Narcotics Group officer to accompany the NDOIC during the examining, weighing, and testing of those randomly selected items which were scheduled for destruction.

Preparation for Pre-Trial Destruction of Controlled Substance. The Commanding Officer, Narcotics Group, prior to a destruction involving pre-trial narcotics, shall ensure compliance with Sections 11479, 11479.1, and 11479.2 of the Health and Safety Code.

Note: These procedures apply to State prosecution cases only. Personnel shall be guided by the U.S. Attorney's Office in cases involving federal prosecution.

Determining Retention Responsibility for Narcotics Seized during Federally-Assisted Operations. Strong consideration should be given to an involved federal agency's assumption of custody of narcotics seizures when a case will be prosecuted federally. If the case is to be prosecuted at the State level, the seizure must be retained by the Department.

VII. **METROPOLITAN DIVISION RESPONSIBILITIES - REVISED.** Upon receiving a Form 15.2 from the Commanding Officer, Property Division, indicating that a narcotics destruction has been scheduled, the Commanding Officer, Metropolitan Division, shall:

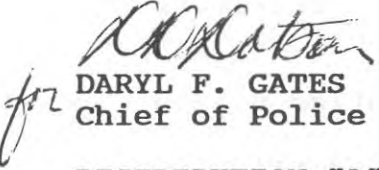
- * Assign an adequate number of personnel to provide security during the transportation and destruction of the narcotics.
- * Assign one uniformed Metropolitan Division supervisor who shall be responsible for:
 - * Developing the strategic plan of security and for deploying Metropolitan Division personnel during the destruction process.
 - * Personally notifying, on the date of destruction, the watch commander of the police agency having jurisdiction over the destruction site of the presence of Department personnel in the area.

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- * Remaining present at the destruction site to provide immediate police identification to local police officers.
- * Notify Air Support Division of the narcotics destruction and make arrangements for the assignment of a helicopter during the transportation of the narcotics to the destruction site.

AMENDMENTS: This Order amends Section 4/552.05 of the Department Manual.

AUDIT RESPONSIBILITY: The Chief of Staff and the commanding officers of Fiscal Support Bureau, Support Services Bureau, Operations-Headquarters Bureau, and the Bureau of Special Investigation shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


for **DARYL F. GATES**
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

JUNE 13, 1992

SUBJECT: SEIZURES OF EXCESSIVE QUANTITIES OF NARCOTICS

PURPOSE: Narcotics enforcement efforts are continuing to increase, and the seizure of large, bulky quantities of narcotics is expected to increase. Due to storage space constraints within Property Division's high security storage rooms, auxiliary storage space is sometimes necessary to provide for intermediate storage until destruction can be accomplished. This Order establishes procedures for temporarily securing any large seizure of narcotics that exceeds available storage space.

PROCEDURE:

- I. **EXCESSIVE QUANTITIES OF NARCOTICS DEFINED.** Excessive quantities of narcotics are those that exceed 500 pounds or more of cocaine, heroin, or any other narcotic substance in powder or pill form; 100 pounds or more of plant material; or more than one-half gallon of liquid phencyclidine (PCP).

Note: If any other chemicals or narcotic components are present at the location of the seizure, officers shall comply with Manual Section 4/212.49.

- II. **OFFICERS' RESPONSIBILITIES.** Officers who seize excessive quantities of controlled substances which are to be booked into Department facilities shall immediately notify the Complaint Unit, Narcotics Group, and the Hazardous Chemical Team, Scientific Investigation Division (SID). When either SID or Narcotics Group is closed, notifications shall be made to Detective Headquarters Division.

The officers responsible for the seizure shall maintain control of the evidence until it is completely booked into existing or auxiliary property storage and they have been relieved of security of the evidence by a Metropolitan Division supervisor.

- III. **NARCOTICS GROUP RESPONSIBILITIES.** Upon notification of a seizure of an excessive quantity of narcotics, the officer-in-charge of the Complaint Unit, Narcotics Group, shall contact the Commanding Officer, or if unavailable, the Watch Commander, Property Division, for the purpose of determining if the quantity seized will exceed the storage capacity of Property Division. Upon learning that narcotics cannot be stored in existing facilities, the

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officer-in-charge of the Complaint Unit shall proceed in accordance with booking instructions provided by Property Division.

Note: The Complaint Unit shall provide advice and guidance to officers assigned to entities other than Narcotics Group who seize excessive quantities of narcotics.

- IV. **PROPERTY DIVISION RESPONSIBILITIES.** Upon notification by Narcotics Group of a narcotics seizure that may exceed normal narcotics storage capabilities, the Commanding Officer, or, if unavailable, the Watch Commander, Property Division, shall determine if auxiliary storage must be used and, if necessary, shall:

- * Contact Metropolitan Division for personnel to provide security both at the seizure location and auxiliary storage site and to provide a driver for the narcotics transportation vehicle; and
- * Obtain a suitable vehicle to hold the seizure for transportation to the auxiliary storage site.

Note: Property Division shall contact Tactical Planning Section if a driver is needed for a tractor-trailer type vehicle.

- V. **SCIENTIFIC INVESTIGATION DIVISION RESPONSIBILITIES.** When notified of the seizure of an excessive quantity of a controlled substance which is going to be booked into a Department or auxiliary facility, criminalists from SID shall respond to the location where the narcotics are to be weighed and packaged. Scientific Investigation Division personnel will remove the required number of samples for testing, and weigh and repackage the controlled substance in accordance with Department procedures for packaging evidence.
- VI. **METROPOLITAN DIVISION RESPONSIBILITIES.** Metropolitan Division shall develop site plans for auxiliary storage of narcotics and select an adequate auxiliary storage location when needed.

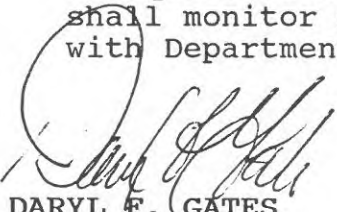
When notified by Property Division that a large seizure of narcotics will be temporarily stored in auxiliary storage, the Commanding Officer, Metropolitan Division, shall:

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- * As soon as possible, provide adequate personnel to secure the auxiliary storage;
- * Provide a driver for the transportation vehicle and deliver the vehicle to the seizure location;
- * Transport the narcotics to auxiliary storage; and
- * Maintain security until the seizure can be transferred and destroyed.

AMENDMENTS: This Order adds Section 4/540.77 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Fiscal Support Bureau, Support Services Bureau, Operations-Headquarters Bureau, and the Bureau of Special Investigation shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

JUNE 17, 1992

SUBJECT: SEARCH WARRANT SERVICE PROCEDURES GUIDE

PURPOSE: The Search Warrant Service Procedures Guide has been developed to standardize each search warrant service conducted by Department personnel. This Guide is intended to facilitate the achievement of Department goals while emphasizing thorough planning, sound tactics, and effective execution during the service of a search warrant. This Order implements the Search Warrant Service Procedures Guide and briefly outlines its procedures.

PROCEDURE:

- I. **SEARCH WARRANT SERVICE PROCEDURES GUIDE - IMPLEMENTED.**
The Search Warrant Service Procedures Guide is implemented and shall be maintained and distributed by Investigative Analysis Section, Detective Services Group, Operations-Headquarters Bureau. Department personnel shall follow these guidelines when serving a search warrant.
- II. **COMMANDING OFFICER'S RESPONSIBILITIES.** A commanding officer shall be responsible for maintaining the Search Warrant Service Procedures Guide and ensuring that the procedures are made available to Department personnel.
- III. **BODY ARMOR.** The Coordinating Supervisor (Sergeant, Detective II or higher) at the search warrant location shall ensure that all personnel wear body armor.

AMENDMENT: This Order amends Sections 2/1040.23 and 4/216.52 of, and adds Section 4/216.54 to, the Department Manual.

AUDIT RESPONSIBILITY: In accordance with Department Manual Section 0/080.30, all bureau commanding officers shall monitor compliance with this directive by entities assigned to their command, and Evaluation and Administration Section, Office of Operations, shall monitor compliance with this directive by Community-Based Policing Areas.


Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

JUNE 19, 1992

SUBJECT: DEPARTMENT ATHLETIC ACTIVITY - REVISED

PURPOSE: This Order revises requirements for employee participation in Department athletic activity.

PROCEDURE:

- I. **EMPLOYEE'S RESPONSIBILITIES.** All Department employees using Department athletic sites and equipment or participating in Department athletic activities are required to be on full unrestricted duty status. Unrestricted duty status is defined as having no physical or medical restrictions.

Exception: Employees who have received documentary approval from Medical Liaison Section. Employees can receive documentary approval by submitting medical documentation to their commanding officer that:

- * The off-duty use of Department athletic sites or equipment is part of an injury recovery program; and
- * The Department athletic activity will not hinder the recovery or aggravate the employee's condition.

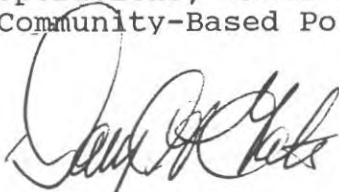
Note: Medical documentation may be subject to review by a physician designated by the Department. Officers on restricted duty shall not engage in Department athletic activity unless documentary approval has been granted.

- II. **COMMANDING OFFICERS - RESPONSIBILITIES.** Upon receipt of medical documentation, commanding officers shall forward documentation to Medical Liaison Section for review and approval.
- III. **MEDICAL LIAISON SECTION - SPECIAL DUTIES.** Medical Liaison Section shall approve medical documentation for restricted duty employees who wish to use Department athletic sites and equipment or participate in Department athletic activities. Medical Liaison Section shall also arrange to have medical documentation reviewed by a City physician at their discretion. The concerned commanding officer shall be notified of the results of Medical Liaison's findings.

JUNE 19, 1992

AMENDMENT: This Order amends Section 3/772 of the Department Manual.

AUDIT RESPONSIBILITY: In accordance with Department Manual Section 0/080.30, all bureau commanding officers shall monitor compliance with this directive by entities assigned to their command. Evaluation and Administration Section, Office of Operations, shall monitor compliance with this directive by Community-Based Policing Areas.

A handwritten signature in dark ink, appearing to read 'Daryl F. Gates', is written over the printed name and title.

DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

JUNE 23, 1992

SUBJECT: RELEASE OF DEPARTMENT OF MOTOR VEHICLE RECORD
INFORMATION

PURPOSE: California Vehicle Code Section 1808.45 defines penalties for the unauthorized disclosure of confidential information. This Order provides guidelines to field personnel regarding the restricted release of records information as imposed by the Department of Motor Vehicles.

PROCEDURE:

Information received from Department of Motor Vehicles (DMV) documents or automated files is **confidential**; therefore, traffic collision report information obtained directly from DMV files may be released **only** to the following interested persons:

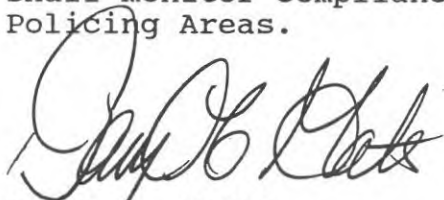
- * Involved party or parties.
- * Parents or legal guardian of minor parties.
- * Persons injured in reported collisions.
- * Owners of vehicles or damaged property.
- * Persons or agencies who may incur civil liability.
- * An attorney or authorized representative of any of the above persons. (3/410.20).

Note: Department employees shall verify the identity of the requestor.

Employees, excluding Records and Identification Division personnel, shall only release DMV records information to authorized requestors in person.

AMENDMENT: This Order amends Section 3/410.10 of the Department Manual.

AUDIT RESPONSIBILITY: In accordance with Department Manual Section 0/080.30, the commanding officers of Bureau of Special Investigation and each operations bureau shall monitor compliance with this directive by entities assigned to their command, and Evaluation and Administrative Section, Office of Operations, shall monitor compliance with this directive by Community-Based Policing Areas.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

JUNE 24, 1992

SUBJECT: POLICY AND PROCEDURES RELATED TO CONSULAR IMMUNITY -
REVISED

PURPOSE: International law, to which the United States is firmly committed, requires law enforcement authorities of the United States to extend certain extraordinary privileges and immunities to members of foreign diplomatic missions and consular posts. To ensure uniform application of the laws, this Order aligns Department policies and procedures related to consular immunity with the policies of the United States Department of State, Office of Foreign Missions. A chart has been included to clarify diplomatic and consular privileges and immunities.

PROCEDURE:

I. DIPLOMATIC AND CONSULAR CONTACTS.

A. Officer's Responsibilities. When officers detain an individual suspected of committing a crime who claims to be a diplomatic agent, a career consular officer, an honorary consular officer, or a family member or employee of such agent, and there is a question as to the suspect's identity or immunity, the officer shall:

- * Immediately obtain the assistance of a supervisor;
- * Immediately cause the Office of Administrative Services (OAS) to be notified of the detention, identity, and claim of the individual;
- * Be guided by the advice of the Office of Administrative Services.

Note: When the Office of Administrative Services is closed, notification should be made to the Watch Commander, Detective Headquarters Division.

If detained, the diplomatic agent, consular officer, or honorary consular officer should not normally be handcuffed. However, in circumstances where the safety of the public or the police officer is in danger, or it is apparent that a serious crime may be committed, police officers shall take necessary action.

In all cases where a diplomatic agent, consular officer, honorary consular officer, or member of the diplomatic agent's staff is detained for a felony crime or for driving under the influence, notification shall be made to the Director, Office of Administrative

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Services, or, when that office is closed, the Chief's staff officer, or Watch Commander, Detective Headquarters Division.

B. Office of Administrative Services - Responsibilities.

When notified that a foreign national who has been detained by a member of this Department claims to have diplomatic or consular immunity, the Office of Administrative Services shall:

- * Contact the Protocol Office, United States Department of State, for verification; and
- * Advise the requesting Department personnel of the status of the foreign national and procedures to be followed during the contact.

Note: When the Office of Administrative Services is closed, Detective Headquarters Division shall be responsible for making the appropriate inquiries and advising the notifying officer.

II. DIPLOMATIC OFFICER IMMUNITY. A diplomatic agent is any person entrusted by a foreign government and approved by the United States government to exercise diplomatic functions in this country. This includes the Ambassador, Minister, and the Minister Counselor, Counselor, First Secretary, Second Secretary, Third Secretary, Attache, or other diplomatic officer. Diplomatic agents enjoy the highest degree of privileges and immunities.

Criminal Incidents. Diplomatic agents, their families, and members of their administrative and technical staff are protected by unlimited immunity from arrest, detention, or prosecution with respect to any civil or criminal offense, this is known as **personal inviolability**.

Diplomatic agents, their family members and members of their administrative or technical staff stopped while driving under the influence should not be permitted to continue driving. Officers shall immediately obtain the assistance of a supervisor who shall assess the situation and determine the appropriate action to be taken. Field sobriety tests should be offered, but cannot be compelled. When practicable, the supervisor shall assist the individual in securing an alternate means of transportation (e.g., request a cab, contact a responsible party) or, when reasonable, transport the individual to a location of their choice. All the facts of the incident, including all objective signs of intoxication, should be documented

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in the appropriate Department report (e.g., Traffic Collision Report, Form 4.1, Traffic Collision Information, Form 4.37, etc.). If no other Department report is completed, the facts shall be documented in an Employee Report, Form 15.7, and forwarded to the Director, Office of Administrative Services.

Note: Service staff of diplomatic agents are immune from prosecution for acts committed while performing diplomatic functions. However, they are subject to detention and arrest with respect to any criminal offense under other circumstances.

Traffic Enforcement. Officers shall not normally issue personal service or absentee citations to diplomatic agents, their family members, or members of their administrative and technical staff. Officers shall not impound the vehicles of these officials. In those instances where the driving of the official is a danger to others, a supervisor shall be summoned to the scene. With the supervisor's approval, a citation may be issued.

If the individual refuses to sign the citation, he or she shall be permitted to leave the location. All copies of the unsigned citation, accompanied by an Employee Report, Form 15.7, explaining the circumstances of the contact, shall be forwarded to the Director, Office of Administrative Services the next business day following the incident. If the individual signs the citation, a photocopy of the citation accompanied by an Employee's Report, Form 15.7, explaining the circumstances of the contact shall be forwarded to the Director, Office of Administrative Services the next business day following the incident.

Exception: The vehicle of the diplomatic agent, their family member, or member of their administrative or technical staff may be impounded when it constitutes a traffic hazard or when parked in a tow-away zone. The vehicles shall be cited when they are impounded.

Premises and Property Immunity. Officers shall not enter the premises of the diplomatic agent or the premises of their administrative or technical staff. These premises can include the residence, office or office space within residence, even in "hot pursuit", without the express consent of the head of the diplomatic post or his or her designee. Consent may be assumed in the case of fire or other disaster requiring prompt action.

Officers shall take all appropriate steps to protect the diplomatic agent's premises and the premises of their administrative or technical staff against any disturbance of the peace of the diplomatic post or impairment of its dignity. No arrest or other probable cause is necessary to remove unwanted persons from the premises upon request of the individual.

Diplomatic agent archives, files, and documents, including official mail, are immune from local jurisdiction at all times wherever they may be. The diplomatic mailbag shall not be opened or detained. The diplomatic courier is immune from any form of arrest or detention during the performance of his or her duty.

III. CAREER CONSULAR OFFICER IMMUNITY. A career consular officer is any person entrusted by a foreign government and authorized by the United States government to perform formal consular functions in this country. This includes the Consul-General, Consuls, and Vice-Consuls. A career consular officer is a citizen of a foreign country empowered by its government to act in its behalf on trade matters and other limited governmental functions. Each career consular officer possesses State Department credentials (bearing the State Department's seal, the name of the officer, his or her title, and the signatures of State Department officials) and other official identification.

Criminal Incidents. Career consular officers have only official acts or functional immunity in respect to both criminal and civil matters. Career consular officers may only be arrested for a felony pursuant to a warrant and may be detained at anytime if the offense involved is an immediate threat to public safety. A career consular officer is not liable to detention or arrest for a misdemeanor. The consular officer shall be informed of the violation and be permitted to continue on his or her way. This is known as **consular inviolability**. A career consular officer's family and staff have no consular inviolability whatsoever. If the career consular officer commits or is in the process of committing a felony, which is an immediate danger to the public safety, the consular officer shall be taken into custody and held until booking advice is received.

Career consular officers stopped while driving under the influence should not be permitted to continue driving. Officers shall immediately obtain the assistance of a supervisor who shall assess the situation and determine the appropriate action to be taken. Field sobriety tests

should be offered, but they cannot be compelled. When practicable, the supervisor shall assist the consular officer in securing an alternate means of transportation (e.g., request a cab; contact a responsible party) or, when reasonable, transport the consular officer to a location of the consular officer's choice. All the facts of the incident, including all objective signs of intoxication, should be documented in the appropriate Department report (e.g., Traffic Collision Report, Form 4.1, Traffic Collision Information, Form 4.37, etc.). If no other Department report is completed, the facts shall be documented in an Employee Report, Form 15.7, and forwarded to the Director, Office of Administrative Services.

Traffic Enforcement. The traffic enforcement section regarding diplomatic agents (4/284.15) shall apply to career consular officers as well.

Premises and Property Immunity. Officers shall not enter a career consular officer's official office or the official office space within the consular officer's residence, even in "hot pursuit", without the express consent of the head of the consular post or his or her designee. Consent may be assumed in the case of fire or other disaster requiring prompt action.

Officers shall take all appropriate steps to protect the consular officer's premises against any disturbance of the peace of the diplomatic post or impairment of its dignity. No arrest or other probable cause is necessary to remove unwanted persons from the premises upon request of the consular officer.

Career consular officer archives, files, and documents, including official mail, are immune from local jurisdiction at all times wherever they may be. The consular mailbag shall not be opened or detained. The consular courier is immune from any form of arrest or detention during the performance of his or her duty.

Note: The United States may have reached a bilateral agreement with certain foreign governments, whereby their consular personnel in the United States (and their families) have privileges and immunities approximating those afforded diplomatic officers. Police officers should be guided by the advice of the Office of Administrative Services in these instances.

- IV. **HONORARY CONSULAR OFFICER IMMUNITY.** An honorary consular officer is a United States Citizen or a citizen of a

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foreign country who is a permanent resident of the United States appointed to perform the functions of a career consular officer. They do not possess a State Department identification card, but may have other official identification.

Criminal Incidents. Honorary consular officers may be detained and arrested for felony or misdemeanor offenses. They may not be prosecuted for acts committed only when performing consular functions. After an honorary consular officer or employee has been arrested, he or she may raise the defense of immunity at the trial. The determination regarding immunity will be made by the judge.

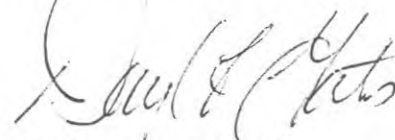
Members of an honorary consular officer's family and private or domestic staff have no consular inviolability whatsoever.

Traffic Enforcement. The traffic enforcement section regarding diplomatic officers (4/284.15) shall apply to honorary consular officers only while they are performing consular functions.

Premises and Property Immunity. Official office, archives, files, and documents, including mail, are immune from local jurisdiction at all times wherever they may be. The consular mailbag shall not be opened or detained. The consular courier is immune from any form of arrest or detention during the performance of his or her duty.

AMENDMENTS: This Order amends Sections 1/490.10, 4/284.10, 4/284.15, 4/284.20, 4/284.25 of, and deletes Section 4/284.30 from, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of the Bureau of Special Investigation and all operations bureaus shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

Attachment

Diplomatic and Consular Privileges and Immunities

Category		May Be Arrested or Detained	Residence May Be Entered Subject to Ordinary Procedures	May Be Issued Traffic Citations	May Be Subpoenaed as Witness	May Be Prosecuted	Recognized Family Member
Diplomatic	Diplomatic Agent	No ²	No	Not normally	No	No	Same as sponsor (full immunity & inviolability).
	Member of Admin. and Tech. Staff	No ²	No	Not normally	No	No	Same as sponsor (full immunity & inviolability).
	Service Staff	Yes ¹	Yes	Yes	Yes	No—for official acts. Otherwise Yes ¹	No immunity or inviolability. ¹
Consular	Career Consular Officers	Yes, if for a felony & pursuant to a warrant ¹	Yes ³	Yes	No—for official acts. Testimony may not be compelled in any case.	No—for official acts. Otherwise, Yes ¹	No immunity or inviolability. ¹
	Honorable Consular Officers	Yes	Yes	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, Yes	No immunity or inviolability.
	Consular Employees	Yes ¹	Yes	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, Yes ¹	No immunity or inviolability. ¹

¹This table presents general rules. Particularly in the cases indicated, the employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

²Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or the prevention of serious criminal acts.

³Note that consular residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

JUNE 26, 1992

SUBJECT: PERSONNEL COMPLAINT FORMS AND INFORMATION POSTERS - IMPLEMENTED

PURPOSE: In response to a recommendation contained in the Report of the Independent Commission on the Los Angeles Police Department dated July 9, 1991, new forms have been created to enhance the public's access to, and understanding of, the Department's personnel complaint process. These new forms will supplement, not replace, current practices. They do not supersede the forms, procedures, or responsibilities outlined in Section 3/800 (Disciplinary Procedures) of the Department Manual.

Multilingual complaint forms and pamphlets will be provided to the public and information posters will be displayed throughout the Department and City Council field offices. This Order activates the Complaint of Employee Misconduct forms in English, Spanish, Korean and Cantonese; and establishes procedures for providing these forms to the public. In addition, this Order activates the Personnel Complaint Information (Korean and Cantonese) pamphlet, Form 1.81.10, and revises the Personnel Complaint Information (English and Spanish) pamphlet, Form 1.81.3, to include alternative procedures for individuals filing personnel complaints.

Note: Employees contacted by members of the community who speak languages unfamiliar to the employee may contact Communications Division for Language Line services.

PROCEDURE:

I. COMPLAINT OF EMPLOYEE MISCONDUCT FORMS - ACTIVATED. The following forms entitled Complaint of Employee Misconduct are activated.

- * Complaint of Employee Misconduct (English), Form 1.81.6.
- * Complaint of Employee Misconduct (Spanish), Form 1.81.7.
- * Complaint of Employee Misconduct (Korean), Form 1.81.14
- * Complaint of Employee Misconduct (Cantonese), Form 1.81.15

Use of Form. This form is provided to members of the community who wish to file a complaint of misconduct against a Department employee, but are unwilling or unable to meet with a supervisor to discuss the allegations.

Completion. The first supervisor who receives the completed complaint form shall complete the lower portion of the form entitled "Departmental Use Only".

Distribution.

- 1 - Original, Internal Affairs Division (upon determination that the complaint involves employee misconduct)
- 1 - Community member filing complaint
- 1 - Concerned division
- 3 - TOTAL

II. PERSONNEL COMPLAINT INFORMATION (KOREAN AND CANTONESE) - ACTIVATED. The Personnel Complaint Information (Korean and Cantonese), Form 1.81.10, is activated.

Use of Form. This form provides the public with personnel complaint information written in Korean and Cantonese.

Distribution. This form is to be made available to the public at all Area stations, Parker Center, the Police Commission, other police facilities accessible to the public, and City Council field offices.

III. PERSONNEL COMPLAINT INFORMATION (ENGLISH AND SPANISH) - REVISED. The Personnel Complaint Information (English and Spanish) pamphlet, Form 1.81.3, is revised.

Use of Form. This form provides the public with personnel complaint information written in English and Spanish.

Distribution. This form is to be made available to the public at all Area stations, Parker Center, the Police Commission, other police facilities accessible to the public, and City Council field offices.

IV. RESPONSIBILITIES OF DEPARTMENT PERSONNEL WHEN EMPLOYEE MISCONDUCT IS REPORTED.

- A. Employees' Responsibilities.** When a member of the community wishes to report misconduct, the employee shall immediately notify a supervisor.

Any employee assigned to areas accessible to the public, such as the front desks of Area stations, Parker Center, or other police facilities, shall first refer the complainant to a supervisor. If the community member is unwilling or unable to meet with a supervisor, the employee shall provide the individual with a Complaint of Employee Misconduct form appropriate for the language spoken; a preaddressed business reply envelope marked "ATTN: Internal Affairs Division"; and a Personnel Complaint Information pamphlet appropriate for the language spoken.

Any employee who receives a completed Complaint of Employee Misconduct form shall immediately notify a supervisor. Upon the return of a Complaint of Employee Misconduct form to an Area station, Parker Center, the Police Commission, or any other police facility, the employee receiving such form shall ask the complainant to wait until a supervisor has reviewed the form. If the complainant is unable to wait for a supervisor, the employee shall ensure that the complainant receives the second copy of the form, and that a supervisor receives the original.

Note: During normal business hours, an employee receiving a complaint form at Parker Center shall notify Internal Affairs Division. When a complaint form is received at Parker Center after normal business hours or on weekends, the employee receiving the form shall contact Detective Headquarters Division. The employee shall not forward the form, nor refer the individual submitting the complaint, to the division of occurrence.

- B. **Supervisors' Responsibilities.** When possible, a supervisor shall review the Complaint of Employee Misconduct form with the complainant to ensure that all necessary information has been obtained. If a supervisor determines that immediate action is required after the review, such action shall be taken. The supervisor shall ensure the appropriate distribution of the Complaint of Employee Misconduct form.
- C. **Commanding Officers' Responsibility.** Commanding officers shall ensure that a supply of the Complaint of Employee Misconduct forms; preaddressed business reply envelopes marked "ATTN: Internal Affairs Division"; and Personnel Complaint Information pamphlets, Forms 1.81.3 and 1.81.10, are maintained in an area accessible to the public.

Commanding officers shall ensure that all complaint forms are reviewed for possible employee misconduct. If it is determined that the complaint form does not actually report employee misconduct, or that the complaint is a non-disciplinary issue, commanding officers shall ensure that divisional level follow-up procedures are completed.

- V. **INTERNAL AFFAIRS DIVISION'S RESPONSIBILITIES.** Upon receipt of a Complaint of Employee Misconduct form, Internal Affairs Division shall assign an IAD number to the form if it is determined that a formal complaint is to be initiated. Internal Affairs Division shall forward the complaint to the responsible investigative division or unit for appropriate action. For tracking purposes, IAD shall maintain copies of all complaint forms received and forwarded to the concerned Areas.
- VI. **COMPLAINT INFORMATION POSTERS - COMMANDING OFFICERS' RESPONSIBILITY.** Commanding officers shall ensure that the complaint information posters entitled "Quality Service Is Your Right", written in English, Spanish, Korean, and Cantonese, are placed conspicuously in the lobbies of Area stations and any other police facility accessible to the public.

The commanding officer of Internal Affairs Division shall ensure that the complaint information posters are placed conspicuously in areas accessible to the public at Parker Center and the Police Commission offices, and that the posters are made available to all City Council field offices.

FORM AVAILABILITY: The Complaint of Employee Misconduct (English), Form 1.81.6, and the preaddressed business reply envelopes marked "ATTN: Internal Affairs Division" are available at Supply Division. Attached to this directive is a copy of the Personnel Complaint Information pamphlet in English. The Spanish, Korean and Cantonese translations of the pamphlet have not been completed. The attached form shall be photocopied and provided to the public in accordance with this Order.

A notice will be published when the Complaint of Employee Misconduct, Forms 1.81.7, 1.81.14, and 1.81.15; Personnel Complaint Information (English and Spanish), Form 1.81.3; Personnel Complaint Information (Korean and Cantonese), Form 1.81.10; and the "Quality Service Is Your Right" posters are available at Supply Division.

AMENDMENT: This Order adds Sections 3/816, 3/816.05, 3/816.10, 3/816.15, 3/816.20, 3/817, 3/817.05, 5/1.81.6, 5/1.81.7, 5/1.81.14, 5/1.81.15, and 5/1.81.10 to; and amends Section 5/1.81.3 of, the Department Manual.

JUNE 26, 1992

AUDIT RESPONSIBILITY: The commanding officers of the Bureau of Special Investigation and all operations bureaus shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

PERSONNEL COMPLAINT INFORMATION

HOW TO MAKE A COMPLAINT OF MISCONDUCT AGAINST AN EMPLOYEE

The purpose of this pamphlet is to explain the complaint process of the Los Angeles Police Department. Anyone who feels that an employee has acted improperly should bring the matter to the attention of a Department supervisor. The allegation will be investigated and appropriate action taken. It is through this process that the individual can help maintain the high standards of quality that the Department demands and the Community deserves.

WHERE AND HOW TO FILE A COMPLAINT

You may make a complaint in person at any police station, Internal Affairs Division, or the Police Commission, regardless of where the incident occurred. Internal Affairs Division and the Police Commission are located at Parker Center, 150 North Los Angeles Street. If you do not wish to make a complaint in person you may obtain a "Complaint of Employee Misconduct" form from any Los Angeles police station, the Police Commission, or any City Council field office. If you are unable to obtain a form at any of these locations, you may call our 24-hour, toll free number, 1-800-339-6868, to file a complaint or request the "Complaint of Employee Misconduct" form.

If you feel more comfortable making your complaint in writing, you may send a letter

directly to Internal Affairs Division, the Office of the Chief of Police, or the Board of Police Commissioners. Any of these offices will be able to assist you. The mailing address for all three is 150 North Los Angeles Street, Los Angeles, California, 90012. There is no set format; you may tell your story in the way in which you feel most comfortable. But you must include the important facts, such as where the incident occurred, what date and time, and the name(s) of the employee(s) involved, if available.

HOW A FORMAL PERSONNEL COMPLAINT IS HANDLED

After filing, a formal personnel complaint will be investigated by either a supervisor from the division of occurrence or a supervisor assigned to Internal Affairs Division. Once the complaint has been thoroughly investigated, the Captain of the investigating division will review the entire complaint and render a finding.

Your complaint will then be reviewed at several additional levels to ensure that nothing has been overlooked. A Commander or Deputy Chief will examine your complaint, as well as the recommendations made by the Captain, prior to final approval by the Chief of Police.

Investigation of a personnel complaint and the subsequent review of that investigation (including the administration of discipline against a Department employee, when warranted) are very time consuming and involved processes. Please be patient. After the complaint has been thoroughly investigated, and the appro-

priate action taken, you will be notified in writing of the results.

INVOLVEMENT OF THE HEAD OF THE POLICE DEPARTMENT

The Board of Police Commissioners routinely monitors investigations of employee misconduct to ensure that complaints are properly investigated and adjudicated.

The Board of Police Commissioners is the head of the Police Department. The Board is made up of five members from the community appointed by the Mayor and confirmed by the City Council.

CRIMINAL CHARGES AND THE COURT

Many times people who have been arrested feel that they are not guilty of the charge. However, the validity of the arrest and the guilt or innocence of the person involved must be determined by a Court of Law, not the Police Department. Only the Court is empowered by law to adjudicate such matters. A court proceeding provides an impartial forum in which both sides of the case can be heard and the truth determined.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

JUNE 29, 1992

SUBJECT: REPORTING OFFICERS' RESPONSIBILITIES AND FOLLOW-UP INVESTIGATION PROCEDURES FOR ESCAPES FROM JUVENILE DETENTION FACILITIES

PURPOSE: This Special Order establishes reporting officers' responsibilities and follow-up investigation procedures for violations of Section 871(a) of the Welfare and Institutions Code, Escape from Juvenile Hall or Facility.

PROCEDURE:

I. ESCAPES FROM JUVENILE DETENTION FACILITIES - REPORTING OFFICERS' RESPONSIBILITIES. When an escape from a juvenile detention facility located within the City of Los Angeles is reported to this Department, the geographic patrol division where the facility is located has the preliminary investigative responsibility. The reporting officer shall complete a Preliminary Investigation Report (PIR), Form 3.1, titled "Escape" and shall:

- * Complete a local broadcast in accordance with Manual Section 4/165.60. The broadcast shall include information on any known accomplices and the escapee's residence address and division, if within the City of Los Angeles.
- * Notify the division or outside agency responsible for investigating the crime for which the juvenile was originally detained.

Note: The reporting officer shall place this division or outside agency in the appropriate box on the "Escape" PIR as the investigating entity.

- * Notify any member of the concerned court, District Attorney's Office, or a victim or witness when there is a high probability that the juvenile may retaliate against any of these individuals.

Note: The detective handling the follow-up investigation shall ensure this notification was made.

- * Upon the arrest of a juvenile escapee, shall notify the detective division responsible for the investigation of the escape.

II. ESCAPES FROM JUVENILE DETENTION FACILITIES - FOLLOW-UP INVESTIGATION RESPONSIBILITIES.

JUNE 29, 1992

Detective Responsibilities. The detective division or outside agency responsible for investigating the crime for which the juvenile was originally detained shall be responsible for the follow-up investigation for the crime of escape. However, when the original outside arresting agency declines to assume responsibility, or has no jurisdiction in Los Angeles County, i.e., out-of-state or another county, the geographic detective division where the facility is located shall investigate the crime of escape. The detective assigned the follow-up investigation shall:

- * When it is determined there is a high probability of the juvenile retaliating against any member of the concerned court, District Attorney's Office, or a victim or witness, ensure the individuals were notified.
- * Prepare a petition for the crime of escape and ensure that the District Attorney's Office adds a charge of escape to the original charge.

AMENDMENTS: This Order adds Section 4/670.05 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of the Bureau of Special Investigation and all operations bureaus shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

JULY 24, 1992

SUBJECT: INFORMATION PROVIDED TO VICTIMS OF SEXUAL ASSAULT

PURPOSE: Effective January 1, 1992, legislation was enacted requiring law enforcement agencies to provide specific information to victims of sexual assault. Penal Code Section 13701(i)(5) specifies that in the case of an alleged violation of Section 261, 261.5, 262, 286, 288a, or 289, the victim shall be provided with the names, locations, and 24-hour telephone numbers of local rape counseling centers; the proper procedures for a victim to follow after a sexual assault; and information that sexual assault by a person who is known to the victim, including the spouse of a victim, is a crime. Penal Code Section 13701(i)(5) has been incorporated into the "Taking Action: What to do if you are raped." booklet, which is published by the Rape Treatment Center at the Santa Monica Hospital Medical Center. Additionally, Section 264.2 has been added to the California Penal Code requiring law enforcement agencies to immediately notify the local rape victim counseling center whenever a victim of sexual assault is transported to a hospital for examination, and the victim approves of that notification.

This Order establishes procedures for providing sexual assault victims with the "Taking Action" booklet as well as the notification process when a victim is transported to a hospital.

PROCEDURE:

I. DISTRIBUTION OF THE "TAKING ACTION: WHAT TO DO IF YOU ARE RAPED." BOOKLETS.

- A. Employees' Responsibilities. A "Taking Action" booklet shall be provided to each sexual assault victim at the time of the preliminary investigation. If it is determined that a sexual assault victim did not receive a booklet, one shall be provided to the victim during the follow-up investigation. The Preliminary Investigation Report (PIR), Form 3.1, or the appropriate follow-up report, when necessary, shall include a statement that a "Taking Action" booklet was provided to the victim.

Note: Because the supply of these booklets is limited, they are to be provided solely to victims of sexual assault and are not to be distributed for training or general informational purposes.

Personnel shall continue to provide the Domestic Violence Victim's Memo, Form 15.40.1, to victims of sexual assault.

JULY 24, 1992

B. **Commanding Officers' Responsibilities.** Commanding officers shall ensure that a supply of the "Taking Action" booklets is maintained in a secured area of the division or concerned investigative unit. Appropriate inventory controls shall be implemented to ensure that the distribution of the booklets is limited to employees who conduct, or may possibly conduct, preliminary or follow-up investigations of sexual assault crimes.

II. TRANSPORTATION OF A SEXUAL ASSAULT VICTIM TO A HOSPITAL.

Whenever a victim of sexual assault is transported to a hospital for examination, the local rape victim counseling center shall be immediately notified by the responding officer upon the victim's approval. If there is more than one counseling center in the local area, the victim shall be given the opportunity to select the center to be notified. If the victim is unable or unwilling to make a choice, the responding officer shall inform the follow-up investigators, who shall attempt to obtain the victim's approval for a notification at a future time.

The Preliminary Investigation Report (PIR), Form 3.1, shall include the date and time the counseling center was notified, the name of the counseling center, and the name of the employee who made the notification.


Example: On 9-9-92, at approximately 0400 hours, the Rape Treatment Center, Santa Monica Hospital, was notified by Officer Jones.

Note: The "Taking Action" booklet lists the counseling centers' locations and telephone numbers.

FORM AVAILABILITY: "Taking Action" booklets are available at Supply Division. The booklets shall be ordered from Supply Division via a Requisition, Form 15.11.

AMENDMENT: This Order adds Section 4/210.36 and 4/210.37 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

AUGUST 28, 1992

SUBJECT: EMERGENCY OPERATIONS ORGANIZATION CELLULAR TELEPHONES

PURPOSE: The Department has acquired use of cellular telephones from the Emergency Operations Organization (EOO). The telephones have been acquired to supplement communications during emergency operations. Their purpose is to provide communications capability during a major disaster in the event normal communication methods are disrupted. The telephones are the property of the EOO and are not for general use; however, that may be modified at some future date. An EOO cellular telephone will be distributed to each geographic Area and traffic division, Metropolitan Division, and Tactical Planning Section. The telephones will remain the property of the EOO and are subject to EOO control and guidelines.

The Emergency Operations Organization is responsible for conducting monthly audits to ensure compliance with the conditions of EOO cellular telephone use. Failure to comply with EOO cellular telephone conditions will be documented, and appropriate action will be initiated. Misuse or abuse of cellular telephone equipment may also result in removal of the cellular telephone. This Order establishes conditions and procedures for use and operation of the EOO cellular telephones.

PROCEDURE:

- I. **CONDITIONS OF USE.** The EOO cellular telephones shall only be used in the event of a major disaster or emergency which is, or is likely to become, beyond the control of the normal services provided by the Department. A major disaster or emergency is a situation which would normally involve response by multiple City departments and results in activation of the City's Emergency Operations Center. The EOO cellular telephones are intended to aid Department personnel in communicating situation estimates during the disaster incident.

Emergency Operations Organization cellular telephones shall not be used to facilitate emergency operations that are within the scope of a department's customary responsibilities nor is usage intended for day-to-day emergencies which may include barricaded suspect incidents or pursuits. Instructions on how to operate, maintain, and test the EOO cellular telephone are attached to each cellular telephone unit.

Note: Effective cellular telephone performance is dependent on batteries being properly charged and equipment being used and stored according to the manufacturer's directions. A monthly operational test is required to ensure effective cellular telephone performance. Instructions on performing the operational test are attached to each cellular telephone unit. The monthly operational test shall not exceed three (3) minutes of "in use" time. A cellular telephone is "in use" anytime it is operated to receive or make calls. Absent a major emergency, EOO cellular telephones shall not be used except for testing or as otherwise directed by the EOO.

II. ENTITIES ASSIGNED CELLULAR TELEPHONES - RESPONSIBILITIES.

The concerned Area and traffic division commanding officer, Metropolitan Division commanding officer, and the Officer-in-Charge, Tactical Planning Section, shall be responsible for the proper care and maintenance of the assigned cellular telephones and shall ensure that:

- * Personnel assigned EOO cellular telephones have been properly trained in the care, use, and testing of the equipment and that they understand and adhere to EOO policy regarding cellular telephone use;
- * The EOO cellular telephone is stored in a secured location; and
- * A monthly audit is performed to ensure that the EOO cellular telephone is fully operational.

AMENDMENT: This Order adds Section 3/567 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

SEPTEMBER 4, 1992

SUBJECT: RELEASE OF BOOKED PROPERTY TO AGENTS

PURPOSE: Current procedures for the release of booked property to agents of the owner have caused problems with identification, delays in releasing property, and inconvenience for many persons attempting to recover their property. This Order revises the requirements for releasing of property to agents.

PROCEDURE:

Effective immediately, letters on official stationery will not be required for the release of property belonging to organizations and companies. Whenever property belonging to an organization or company is released, the investigating officer completing the Property Disposition Card, Form 10.06, shall indicate the name of the individual in the organization or company to whom the property should be released on the "Name" line of the Form 10.06. The Property Disposition Card, Form 10.06, will be revised at the next routine printing to include these instructions to the investigating officer.

Exception: The name of an individual is not required if the property belongs to a governmental agency.

Notarized letters for the release of property to individuals are no longer required. Property Division personnel and personnel assigned to Area property rooms shall release property to the agents of individuals in accordance with identification and agent designation criteria established by the Commanding Officer, Property Division. The Commanding Officer, Property Division, is responsible for developing this criteria and ensuring that all personnel releasing property are familiar with it.

MANUAL AMENDMENTS: This Order amends Sections 2/450.03, 4/555.20, and 4/790.35 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

SEPTEMBER 8, 1992

SUBJECT: RELEASE OF MISDEMEANOR WARRANT ARRESTEES

PURPOSE: Because of jail overcrowding and the imposition of booking fees by the County of Los Angeles, a study was done to identify alternative methods of processing arrestees. Section 827.1 of the Penal Code allows the citing and releasing of certain misdemeanor warrant arrestees as an option to booking them. As a result of the study, it was determined that citing and releasing misdemeanor warrant arrestees under the provisions of Section 827.1 would reduce the jail population without jeopardizing prosecutions. This Order establishes procedures for the citing and releasing of certain misdemeanor warrant arrestees under existing Release From Custody procedures.

PROCEDURE:

I. RELEASE FROM CUSTODY (RFC) OF MISDEMEANOR WARRANT

ARRESTEES. Adult misdemeanor warrant arrestees shall be cited and released on a Notice to Appear, Form 5.2.2, in lieu of booking unless one or more of the following conditions exist:

- * The misdemeanor cited in the warrant involves violence, a firearm, resisting arrest, or giving false information to a peace officer.
- * The arrestee:
 - * Is a danger to himself or herself or others due to intoxication or being under the influence of drugs or narcotics.
 - * Requires medical examination or medical care or is otherwise unable to care for is or her own safety.
 - * Has other ineligible charges pending against him or her.
 - * Demands to be taken before a magistrate or refuses to sign the Notice to Appear.
 - * Cannot provide satisfactory evidence of personal identification.
- * The misdemeanor cited in the warrant involves a violation of one or more of the circumstances listed in Sections 40302 or 40303 of the Vehicle Code.
- * There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the arrestee.
- * The warrant of arrest indicates that the arrestee is not eligible to be released on a citation.
- * Immediate release of the arrestee would jeopardize the prosecution of the offense for which arrested or the prosecution for any other offense.

SEPTEMBER 8, 1992

- * There is reason to believe that the arrestee would not appear at the time or place specified in the Notice to Appear.

Eligibility for release of misdemeanor warrant arrestees shall be determined by the detective or supervisor giving booking advice. Release From Custody procedures for misdemeanor warrant arrestees are the same as those for eligible non-warrant misdemeanor arrestees (4/216.65).

Arrestees with Open Charges and Misdemeanor Warrants. All charges against an arrestee must be eligible for citation and release (own recognizance or Release From Custody) before the arrestee can be issued a Notice to Appear for an eligible misdemeanor warrant. When an arrestee has an open charge and an eligible misdemeanor warrant and is eligible for release on both the open charge and the warrant, a separate Notice to Appear shall be issued for each offense. An arrestee shall not be issued a Notice to Appear for an eligible misdemeanor warrant if the open charge is not eligible for release or if the arrestee has other non-eligible warrants.

Exception: If the arrestee posts bail or the non-eligible charges or warrants are otherwise cleared, a Notice to Appear may be issued for the eligible misdemeanor warrant.

Note: Procedures for processing juvenile misdemeanor warrant arrests are not affected by this Order.

FORM AVAILABILITY: The Booking Recommendation, Form 12.31, and the cover of the Notice to Appear, Form 5.2.2, will be revised to include Section 827.1 information at the next routine printing.

MANUAL AMENDMENTS: This Order adds Section 4/216.67 to, and amends Sections 4/216.65 and 4/681.10 of, the Department Manual.

AUDIT RESPONSIBILITY: Each operations bureau commanding officer and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

SEPTEMBER 18, 1992

SUBJECT: MAINTENANCE OF PERSONNEL COMPLAINT INVESTIGATIVE MATERIAL

PURPOSE: This Order activates the Personnel Complaint Envelope, Form 1.81.11; the Investigative Material Control Log, Form 1.81.12; and establishes procedures for the maintenance of all investigative material gathered during a personnel complaint investigation.

Commanding officers are reminded to complete an Intradepartmental Correspondence, Form 15.2, to Records and Identification Division requesting that the Forms 1.81.11 and 1.81.12 be added to their records retention schedule. This request should be forwarded within 30 days of the publication of this Order.

PROCEDURE:

- I. **PERSONNEL COMPLAINT ENVELOPE-ACTIVATED.** The Personnel Complaint Envelope, Form 1.81.11, is activated.

Use of Form. This envelope has been developed to contain copies of addenda items and rough notes. (Rough notes are considered information that forms a basis for a finalized report, not a draft of that document.)

Note: No copies of the Personnel Complaint, Form 1.81, or related investigation shall be included in the Form 1.81.11. Tapes shall not be included in the Form 1.81.11. Both Scientific Investigative Division [SID] tapes and non-SID tapes shall be submitted to SID for storage.

Maintenance of Personnel Complaint Envelope. When a completed personnel complaint investigation has been submitted for signature and cover letter to the concerned division commanding officer, the Form 1.81.11 shall be filed and stored in a secured location, i.e., locked file cabinet. The division commanding officer shall be responsible for the security and maintenance of those files. Only the Department Advocate or designee may release or allow access to the Form 1.81.11, or its contents, to any individual or entity, either within or outside the Department.

Exception: The investigating officer handling the investigation may access the Form 1.81.11, with the permission of the concerned division commanding officer.

Note: The Form 1.81.11 shall remain in division files for two years and then be transferred to the City Records Center, where it shall be retained for eight more years before it is destroyed.

II. INVESTIGATIVE MATERIAL CONTROL LOG. The Investigative Material Control Log, Form 1.81.12, is activated.

Use of Form. This control log shall be maintained by a division commanding officer or designee. When a Form 1.81.11 has been forwarded to the Advocate's office, that transfer shall be logged on the Form 1.81.12 by the transferring division commanding officer or designee.

FORM AVAILABILITY: The Personnel Complaint Envelope, Form 1.81.11, and the Investigative Material Control Log, Form 1.81.12, are available at Supply Division.

AMENDMENT: This Order adds Sections 3/825, 5/1.81.11, and 5/1.81.12 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Chief of Staff (for Internal Affairs Division) shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

SEPTEMBER 22, 1992

SUBJECT: EMPLOYEE COMMENT FILES

PURPOSE: This Order activates the Employee Comment Sheet, Form 1.77, and establishes procedures for use of the form to document comments about employees' positive or negative duty performance, training needs, or accomplishments. The form and procedures are intended to insure that comments about employees are documented consistently and are made readily available for employee review and response.

PROCEDURE:

- I. EMPLOYEE COMMENT SHEET, FORM 1.77 - ACTIVATED. This form is used by supervisors to document comments about positive and negative duty performance, training needs, and accomplishments of subordinates.

Distribution.

- 1 - Original, concerned employee's division or unit administrative office

- II. SUPERVISORS - RESPONSIBILITIES. Written documentation of an incident or counseling is not a requirement for initiation of administrative action against an employee. The absence of written documentation does not preclude administrative action at a later date. However, written records assist supervisors in completing employee evaluations, assessing training needs, processing administrative reports, and ensuring that proper recognition is given.

While documenting every incident or counseling session is not always required or practical, supervisors shall document significant substandard performance and related counseling. In those instances where a supervisor elects not to document an incident or minor substandard performance, the supervisor shall be prepared to attest to the incident or performance if necessary at a later date.

Note: A supervisor's failure to comply with procedures for documenting substandard performance does not necessarily invalidate the supervisor's statements about any incident or counseling in any administrative action.

When documenting positive and negative duty performance, training needs, and accomplishments of employees, supervisors shall:

- * Use the Employee Comment Sheet, Form 1.77.
- * Review each employee comment entry with the concerned employee as soon as possible after the entry is made.
- * Have the employee initial the entry.

Note: If the employee refuses to initial the entry, write the employee's name and the word "Refused" in the space where the employee was asked to initial, and have another supervisor witness the refusal and date and initial the refusal entry.

- * Tell the employee that he or she may use an Employee's Report, Form 15.7, to make a written response to the employee comment entry within 30 days after the review.

Note: The supervisor making a comment entry shall ensure that any employee response received is attached to the Employee Comment Sheet.

- * Submit the Comment Sheet to the watch commander or commanding officer, as appropriate, for review.

III. COMMANDING OFFICERS - RESPONSIBILITIES. Commanding officers shall ensure that:

- * Employee comment files are properly maintained and audited.
- * Employee comment files are indexed by the employee's surname.
- * Employee comment files are secured within the concerned division or unit administrative office and made available for review by authorized employees during their regularly scheduled watch.
- * Employee comment files are retained in the division or unit for two years, then forwarded to the City Records Center in accordance with existing records retention requirements.

Note: If an employee transfers to a new assignment, all employee comment files not stored at the City Records Center shall be transferred to the new assignment with the employee.

If a computer comment file system is used in addition to the procedures outlined in this Order, commanding officers shall ensure that a hard copy back-up file is maintained to prevent loss of records in the event of computer failure.

SEPTEMBER 22, 1992

FORM AVAILABILITY: The attached copies of the Employee Comment Sheet, Form 1.77, and Employee Comment Sheet (with lines), Form 1.77.1, shall be duplicated as necessary until the form is available through Supply Division.

Note: The Employee Comment Sheet (with lines), Form 1.77.1, is provided for optional use for hand-written entries.

AMENDMENTS: This Order adds Sections 3/760.13, 5/177, and 5/177.1 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

Attachments

DISTRIBUTION "A"

EMPLOYEE COMMENT SHEET

Employee _____ Serial # _____ Division _____

Period Covered: From _____ To _____

NOTE: Employees may provide a written response to any comment within 30 days after reviewing the comment.

Incident Date	Comment	Spvr Commenting	Emp Init	Review Spvr & Date

EMPLOYEE COMMENT SHEET

Employee _____ Serial # _____ Division _____

Period Covered: From _____ To _____

NOTE: Employees may provide a written response to any comment within 30 days after reviewing the comment.

[illegible]

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 26

OCTOBER 23, 1992

SUBJECT: PROCEDURE FOR REQUESTING CRISIS RESPONSE TEAMS

PURPOSE: Law enforcement personnel who respond to a disaster area or local emergency are particularly susceptible to emotional trauma due to their front line responsibilities and their direct contact with victims. They often continue to function in such incidents even if it means disregard for their own emotional well-being. Such traumatic experiences, when left untreated, may cause future physical and psychological complications. Division commanding officers and field commanders who find their employees exposed to a traumatic unusual occurrence or disaster situation shall request the on-site assistance of a Crisis Response Team (CRT). Crisis Response Teams are composed of a psychologist, chaplains and peer counselors. These teams are designed to prevent or reduce the potential psychological impact from such events on Department employees.

This Order establishes Crisis Response Teams to assist commanding officers subsequent to unusual occurrences or disaster situations.

PROCEDURE:

- I. **BEHAVIORAL SCIENCE SERVICES SECTION - RESPONSIBILITIES.**
Behavioral Science Services Section (BSSS) shall assign and coordinate the activities of members of Crisis Response Teams (CRT), compile a list of CRT members with contact numbers, and make available the services of CRT's during any unusual occurrence, local emergency, or wide scale disaster which may cause psychological trauma to involved Department employees. The Director, BSSS, shall assess and determine the need for a CRT to respond to an incident.

Note: When BSSS is closed, requests for CRT's shall be made through Detective Headquarters Division (DHD).

The CRT team leader shall assess and determine the need for CRT response during off-hours notifications.

- II. **COMMANDING OFFICER/FIELD COMMANDER - RESPONSIBILITIES.**
When an unusual occurrence, local emergency, disaster, or other incident occurs where involved Department employees may be psychologically traumatized, the commanding officer of the Area of occurrence, or the field commander in the event of a wide spread occurrence, shall notify the CRT immediately. Notification shall be made to Behavioral Sciences Services Section during business hours and to

SPECIAL ORDER NO.

DHD after hours and on weekends. Commanding officers shall ensure that employees exposed to a traumatic disaster scene attend a debriefing conducted by CRT personnel as soon as practicable.

Membership in the CRT is a primary duty assignment when the CRT is activated. Employees who are members of the CRT shall be allowed to immediately respond to any request for assistance when directed to do so by their CRT team leader.

AMENDMENTS: This Order amends Section 2/510.08 of; and adds Section 4/214.60 to; the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of the Bureau of Special Investigation, Operations-Headquarters Bureau, and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

NOVEMBER 4, 1992

SUBJECT: PRE-BOOKING MEDICAL SCREENING OF ARRESTEES

PURPOSE: Title 15, Section 1207, of the California Code of Regulations requires that all arrestees be medically screened prior to being booked and detained in jail facilities. To comply with the provisions of Section 1207, this Order implements the Inmate Medical Screening Form, Form 5.35, and establishes procedures for its use.

PROCEDURE:

- I. INMATE MEDICAL SCREENING FORM, FORM 5.35 - ACTIVATED.
This form is used to document the pre-booking medical screening of prisoners. Arresting officers shall complete an Inmate Medical Screening Form for each arrestee who is booked and detained in a Department jail facility or a County jail facility. (Completion of the form is not necessary if an arrestee is released on his or her own recognizance, released on a Notice to Appear, Form 5.2.2, or immediately posts cash bail.)

Note: Existing Manual requirements for the pre-booking medical treatment of arrestees are not affected by this Order.

Distribution.

1 - Original, attached to prisoner's Jail Custody Record

- II. OFFICERS - RESPONSIBILITIES. In addition to existing procedures regulating the booking of an arrestee at a Department jail facility, officers shall complete an Inmate Medical Screening Form, Form 5.35, by:

- * Reading questions 1 through 5 contained in the top half of the form to the arrestee and recording the arrestee's answers in the appropriate spaces;

Note: If an arrestee refuses to answer a question, the officer shall write "refused" across the "Yes" and "No" boxes next to the question.

- * Completing questions 1 through 10 in the Officer's Visual Observation portion of the form; and
- * Submitting the form to the jailer who accepts custody of the arrestee.

When an arrestee receives medical treatment for any illness or injury prior to booking, officers shall complete an Inmate Medical Screening Form at the time of

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the medical treatment and have any additional examination required by answers to questions on the form done at the time of the medical treatment.

III. JAILERS - RESPONSIBILITIES. Jailers shall review each Inmate Medical Screening Form. If the answer to any question on the form is "yes", jailers shall determine if the arrestee can be properly detained in the booking facility. If the arrestee is detained in the facility, jailers shall ensure that any necessary special confinement or in-custody care is provided.

FORM AVAILABILITY: The attached copy of the Inmate Medical Screening Form shall be duplicated as necessary until the form is available at Supply Division.

MANUAL AMENDMENTS: This Order adds Sections 4/648.03 and 5/5.35 the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

LOS ANGELES POLICE DEPARTMENT INMATE MEDICAL SCREENING FORM

ARRESTEE'S NAME LAST

FIRST

MI

DATE

TIME

BOOKING #

1. Do you require any medical attention?
If Yes: Explain
2. Do you have or have you ever had: TUBERCULOSIS?
VENEREAL DISEASE?
HEPATITIS?
A.I.D.S.?
If Yes: When?
3. Do you have any current medical problems: DIABETES?
HEART TROUBLE?
EPILEPSY?
DRUG/ALCOHOL WITHDRAWAL?
If Yes: Explain
4. Are you presently taking medication?
If Yes: What Type?
If yes to any of questions 1-4, contact Jail Division or Valley Jail Section dispensary for advice. (Contact may be telephonic.)
5. Are you now or have you ever been a mental patient or under the care of psychiatrist or psychologist?
If Yes: Explain

Remarks:

OFFICER'S VISUAL OBSERVATION

1. Does the Inmate's appearance or behavior suggest that his or her consciousness level is impaired? (Difficult to arouse, disorganized, confused, decreased breathing, increasing lethargy.) If yes, obtain immediate medical treatment.
2. Does the inmate have obvious symptoms suggesting the need for emergency care? (Bleeding, difficulty breathing, cold, clammy perspiration, muscular twitching, violent shaking, nausea and vomiting, convulsions.) If yes, obtain immediate medical treatment.
3. Does the inmate appear to be under the influence of alcohol? (Uncoordination, speech disturbance, altered respirations, unsteadiness, desire to sleep, reddened eyes, or odor of alcoholic beverage on the breath.)
4. Does the inmate appear to be under the influence of any other drug? (Anxiety, reduced activity, decreased breathing, difficult to arouse, reddened eyes, uncoordination, sleepiness.)
5. Are there visible signs of alcohol/drug withdrawal? (Muscular twitching, tremors, convulsions, nausea and vomiting, profuse sweating, hallucinations, delusions, restlessness, anxiety, continuous yawning, irritation of respiratory passages evidenced by runny nose and tearing, increased breathing.) If yes, obtain medical treatment.
6. Does the inmate's behavior suggest the risk of suicide? (Severe depression, sadness, withdrawal-silence, insomnia, mood variations, lethargy, history of previous suicide attempt.)
7. Does the inmate's behavior suggest a mental disorder? (Disordered social behavior-violent, confusion and disorganization, hallucinations, profound depression, anxiety, irritability, compulsive repetition of small meaningless acts, suspiciousness, fear.)
8. Do you suspect the inmate of having body or head lice? (Skin dry and shows signs of irritation, scratching behavior.)
9. Is the inmate carrying medication or does the inmate report being on a medication that must be administered during any special time? If yes, contact jail dispensary for advice.
Does the inmate appear developmentally disabled/retarded?

INMATE: If the answer to any question on this form is "yes," the jailer shall determine if the arrestee can be properly detained in the booking facility and ensure that any necessary special confinement or in-custody care is provided.

OFFICER COMPLETING FORM

SERIAL NO.